

### AUSTIN HALL RESERVATION POLICY

## AUSTIN HALL IS ONLY AVAILABLE TO UNIVERSITY DEPARTMENTS AND FACULTY/STAFF GROUPS SPONSORED BY THE UNIVERSITY.

Sam Houston State University recognizes the historical value of Austin Hall and, in this regard, the policy outlined below has its purpose, the preservation of the building as a Texas landmark.

1. Use of Austin Hall will be limited to University departments and faculty / staff groups sponsored directly by the University upon the approval from the Office of the President.  
Effective August 2015:
  - a. Student organizations are no longer granted use of the facilities.
  - b. The building is no longer available for weddings or rehearsal dinners.
2. All reservations for use of the facility will be made through the Office of the President – University Events.
3. The Office of the President will have priority use of the building. Beyond that, requests will be honored on a first-come, first-served basis.
4. Use of Austin Hall must adhere to the following guidelines:
  - a. The limits or number of individuals stated in the building capacity outline will be strictly enforced.
  - b. The event will be a conventional daytime university reception, a formal evening reception, or formal sit-down dinner.
  - c. **KEY MUST BE SIGNED OUT AND RETURNED BY FACULTY / STAFF MEMBER. KEYS WILL NOT BE CHECKED OUT TO STUDENT WORKERS.**
5. Austin Hall is designated as a “NO SMOKING” facility.
6. No furniture, rugs, or furnishings will be moved when the building is used. Tape, adhesive tacks, or pins will not be placed on the interior or exterior walls of the building.
7. Functions will be serviced by the University’s contracted food service (Aramark).
8. Alcoholic beverages may be served in conjunction with events held in Austin Hall subject to prior approval. Alcoholic beverages must be serviced by the University’s contracted food service (Aramark). Approval for alcohol must be on file with the Office of the President within thirty (30) days of the scheduled event.
9. Sam Houston State University is not responsible for personal items or equipment that you or your guests bring into Austin Hall. Any items left at Austin Hall for more than 72 hours will become the property of SHSU.
10. The use of glitter, confetti, rice, bird seed, or rose petals is strictly prohibited. No shoe polish or shaving cream is allowed. If the building and/or grounds are left littered by the requestor or their guests, requestor will be billed for clean-up and/or damages.
11. Austin Hall staff will bring to the attention of the responsible party any damage to State Property. Damage incurred will be billed to the responsible party.
12. If any group is found to have violated the privilege of using Austin Hall, the group will be barred by the Office of the President from using the facility for at a minimum, two years from the date of the infraction up to an indefinite period of time. Violations of state/federal law will be referred to University Police.
13. Set-up and take-down of tables and chairs in Austin Hall will be coordinated through the Office of the President. In the event that tables and chairs are not available or suitable for the event, the responsible party will have to provide their own chairs and tables. These can be rented through an outside rental company. No university owned furniture will be set up or moved outside of the



building. Set-ups for the building must be confirmed at least ten (10) days prior to your event. If no contact between the requestor and Special Events Coordinator, no set-up arrangements will be made.

14. Security requirements will be determined by University Police Department and will be guided by the total number of “Estimated Attendance” and the Sam Houston State University Risk Management Guidelines.

15. Austin Hall Capacities are as follows and are strictly enforced:

<b>1<sup>st</sup> Floor East and West Dining Rooms and 2<sup>nd</sup> Floor Small Conference Room</b>	
<i>AS IS Set-up – cannot be changed. Dining table and chairs</i>	<i>10</i>
<b>Downstairs Main Room</b>	
<i>Seated function w/Rounds (max 5 rounds; max 10 chairs p/round)</i>	<i>50</i>
<i>Theater Style (chairs only)</i>	<i>100</i>
<i>Reception Style (Standing and Cocktail Tables)</i>	<i>100</i>
<b>Upstairs Meeting Room</b>	
<i>U-Shape Conference (AS IS set-up; cannot be changed)</i>	<i>35</i>



**AUSTIN HALL RESERVATION FORM**

Requestor Contact Information			
University Department / Faculty / Staff Organization:			
Contact Person:		Contact Phone:	
Contact Email:			

Event Details			
Floor Requested:	Lower <input type="checkbox"/>	Upper USHAPE AS IS ONLY <input type="checkbox"/>	Estimated Attendance:
Event Date:			Day of Week (select): <input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S
Event Start Time:			End Time:
Set Up Time:			Time Out of Austin Hall:
Event Title:			
Event Description:			
Room Layout / Set-up Requests:			

Please check YES or NO for each item below. \*Denotes action is required by Requestor.

Aramark Catering: <input type="checkbox"/> Yes* <input type="checkbox"/> No	Decorations: <input type="checkbox"/> Yes* <input type="checkbox"/> No
**Alcohol Service: <input type="checkbox"/> Yes* <input type="checkbox"/> No	DJ (must provide ALL equipment): <input type="checkbox"/> Yes* <input type="checkbox"/> No
Requesting UPD: <input type="checkbox"/> Yes* <input type="checkbox"/> No	

\*\*All reservation forms for events including alcohol service will be submitted to UPD for review. UPD reserves the right to have an officer present at any campus event. You may incur charges if security is provided.

<p><b>Equipment (check all equipment needed):</b> <i>Laptops are not provided by the Office of the President.</i></p> <p><input type="checkbox"/> Data Projector/Projector Screen</p> <p><input type="checkbox"/> Podium w/Mic</p> <p><input type="checkbox"/> Registration Table w/Chairs</p> <p>Other Equipment (list): _____</p>	<p><b>Desired Room Setup</b></p> <p style="text-align: center;"><b>Event Type:</b></p> <p><input type="checkbox"/> Reception    <input type="checkbox"/> Seated Meal    <input type="checkbox"/> Conference    <input type="checkbox"/> Chairs Only</p> <p>Set up needs for tables and chairs should be finalized two weeks prior to your event. Linens/decor are not provided; requestor must work with Aramark and/or vendors.</p>
---	--

**OFFICE OF THE PRESIDENT USE ONLY:**

UPD Services Required: Y / N    Date Notified: \_\_\_\_\_    Pres. Facilities Calendar: Date Added: \_\_\_\_\_

IT Work Order Submitted: Date: \_\_\_\_\_    WO#: \_\_\_\_\_

Notes: \_\_\_\_\_

All groups using Office of the President facilities are responsible for reviewing the guidelines accompanying this form.

<p><b>SUBMIT COMPLETED FORM TO:</b></p> <p>University Events Office of the President Bobby K. Marks Administration Building, Suite 303 <a href="mailto:events@shsu.edu">events@shsu.edu</a> Phone: 936.294.2415    Fax: 936.294.1465</p>
--

<p><b>OFFICE OF THE PRESIDENT USE ONLY:</b></p> <p>Date Received: _____</p> <p>Approved by: _____</p> <p>Date: _____</p>
--