

GIBBS RANCH CONFERENCE CENTER RESERVATION POLICY

1. Use of the Gibbs Ranch Conference Center will be limited to University departments and faculty / staff groups sponsored directly by the University upon the approval from the Office of the President.
2. ALL reservations for use of the facility must be made through the Office of the President – University Events.
3. ALL reservations require a \$250 refundable damage deposit.
 - a. University departments and faculty / staff groups must complete and sign an Interdepartmental Order (IDO) and submit along with the completed reservation packet. Reservations WILL NOT be guaranteed until a completed IDO is on file. This IDO will not be submitted for processing so long as:
 - i. No damage is found to the Gibbs Ranch Conference Center or its contents
 - ii. No furniture has been moved from the staged positions, and
 - iii. No special cleaning is needed after the event
4. Rental Fee Structure is as follows:

University Departments and Faculty / Staff Groups	
<i>Full Use of The Gibbs Ranch Conference Center</i>	<i>\$200 (per day)</i>

5. Payment is due in full fifteen (15) days prior to the date of the function.
 - a. University departments and faculty / staff groups must complete and sign an Interdepartmental Order (IDO), separate from the rental deposit IDO, and submit along with the completed reservation packet. If the outstanding balance is not paid in full at least fifteen (15) days of the event, the scheduled event will be cancelled.
6. 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.
7. The Gibbs Ranch Conference Center may be used by University departments and faculty / staff groups for certain specifically defined formal functions, with strict adherence to the following guidelines.
 - a. A maximum of 150 people will be allowed at any event.
 - 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.**
8. Gibbs Ranch is designated as a “NO SMOKING” facility.
9. The use of glitter, confetti, rice, bird seed, or rose petals is strictly prohibited. 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.
10. Tape, adhesive tacks, or pins will not be placed on the interior or exterior walls of the building.
11. Functions are required to be serviced by the University’s contracted food service (Aramark).
12. Alcoholic beverages may be served in conjunction with events held at the Gibbs Ranch Conference Center 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.



13. Sam Houston State University is not responsible for personal items or equipment that you or your guests bring into Gibbs Ranch. Any items left at Gibbs Ranch for more than 72 hours will become the property of SHSU.
14. If any group is thought to have misused the facility or to have failed to adhere to this policy in all respects, 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.
15. THIS RENTAL IS FOR USE OF THE BUILDING ONLY. The requestor is responsible for supplying the appropriate number of tables and chairs for their event. These can be rented through a rental company as neither the Gibbs Ranch Conference Center nor the Office of the President will supply these.
16. The building is not equipped with any AV equipment and no Wi-Fi/web access is available.
17. Security requirements will be determined on a case by case basis depending upon the type of event. Payment for security will be the responsibility of the requestor.



Sam Houston State University

Member The Texas State University System

INTERDEPARTMENTAL ORDER

To the department of President's Office – The Gibbs Ranch Conference Center Rental Date _____

From the department of _____

Please CHARGE the following to:

Fund _____ Org _____ Program _____ Account _____

Please CREDIT:

Fund 110100 Org 100008 Program _____ 60 Account 570000

Quantity	Description	Cost
1	Gibbs Ranch Conference Center Rental Fee	\$200 p/day

Contact Person _____ Phone No. _____

Delivery Location _____ Date Needed _____

PURPOSE (Optional)

RECEIVING OFFICE USE ONLY	PERSON MAKING REQUEST
Date Received _____	_____
Date Processed _____	Signed _____ Department/Division Head



Sam Houston State University

Member The Texas State University System

INTERDEPARTMENTAL ORDER

To the department of President's Office – Gibbs Ranch Rental Deposit Date _____

From the department of _____

Please CHARGE the following to:

Fund _____ Org _____ Program _____ Account _____

Please CREDIT:

Fund 110100 Org 100008 Program _____ 60 Account 570000

Quantity	Description	Cost
1	Gibbs Ranch Conference Center - REFUNDABLE DAMAGE DEPOSIT (IDO WILL NOT BE SUBMITTED UNLESS DAMAGE IS FOUND)	\$250

Contact Person _____ Phone No. _____

Delivery Location _____ Date Needed _____

PURPOSE (Optional)

RECEIVING OFFICE USE ONLY	PERSON MAKING REQUEST
Date Received _____	_____
Date Processed _____	Signed _____ Department/Division Head



GIBBS RANCH CONFERENCE CENTER RESERVATION FORM

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

Event Details			
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 Gibbs Ranch:	
Event Title:			
Event Description:			

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

Aramark Catering: Yes* No
 **Alcohol Service: Yes* No
 Requesting UPD: Yes* No
 Decorations: Yes* No
 DJ (must provide ALL equipment): Yes* 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.**

OFFICE OF THE PRESIDENT USE ONLY:	
UPD Services Required: Y / N Date Notified: _____	Pres. Facilities Calendar: Date Added: _____
Notes: _____	

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

<p><u>SUBMIT COMPLETED FORM TO:</u> University Events Office of the President Bobby K. Marks Administration Building, Suite 303 events@shsu.edu Phone: 936.294.1012 Fax: 936.294.1465</p>
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OFFICE OF THE PRESIDENT USE ONLY:
Date Received: _____
Rental Fee: _____ Date Received: _____
Approved by: _____
Date: _____