



OLD MAIN PIT RESERVATION POLICY

**OLD MAIN PIT IS LIMITED TO UNIVERSITY DEPARTMENTS, REGISTERED STUDENT ORGANIZATIONS AND SERVICE GROUPS SPONSORED BY THE UNIVERSITY.**

**\*\*THIS RESERVATION FORM IS NOT FOR AN EXPRESSIVE ACTIVITY EVENT. TO RESERVE OLD MAIN PIT FOR AN EVENT UNDER THE EXPRESSIVE ACTIVITY POLICY, PLEASE USE THIS LINK TO SUBMIT YOUR REQUEST.\*\***

<http://shsu.hostedems.com/EmsWebApp/>

1. Use of Old Main Pit will be limited to University departments, registered student organizations and service groups sponsored directly by the University.
2. All reservations for use of the facility will be made through the Office of the President – University Events. Recognized student groups who wish to use the facility must have the reservation form approved by the Dean of Students before submitting the form to the Office of the President.
3. The Office of the President will have priority use of the space. Beyond that, requests will be honored on a first-come, first-served basis.
4. University sanctioned organizations may use Old Main Pit for certain specifically defined formal functions, with strict adherence to the following guidelines. In the case of recognized student organizations, the Department of Student Activities (may or will) monitor the event.
  - a. If the event involves a student group, the faculty advisor **MUST** be present for the entire event.
  - b. Because of the “secrecy” that could prohibit the presence of a faculty advisor or building monitor, initiation ceremonies are not considered suitable events for Old Main Pit.
5. Old Main Pit is designated as a “NO SMOKING” facility.
6. Tape, adhesive tacks, or pins will not be placed on the exterior walls of the Pit or Austin Hall.
7. Functions will be serviced by the University’s contracted food service (Aramark).
8. Alcoholic beverages may be served in conjunction with events held at Old Main Pit subject to prior approval. Alcoholic beverages must be serviced by the University’s contracted food service (Aramark). Approval for alcohol must be on file 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 Old Main Pit. Any items left at Old Main Pit for more than 72 hours will become the property of SHSU.
10. The use of confetti, rice, bird seed, or rose petals is strictly prohibited. Bubbles may be used. No shoe polish, shaving cream, chalk, paint is allowed. If the building and/or grounds are left littered by the requestor or their guests.
11. Damage incurred will be billed to the responsible party listed on the reservation form.
12. If any group is found to have violated the privilege of using Old Main Pit, 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. Tables, chairs and/or other furnishings are not provided. These may be secured through a rental company by the responsible party and should be set up and torn down during the requested rental period.
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

#### **Violations**

Suspected violations of University or Old Main Pit policy, but not state law, who have misused the facility or have failed to adhere to this policy in all respects, the group will meet with the Dean of Students Office (in the case of currently registered student organizations) or the President, and if found to have violated this privilege, the group will be barred by the Office of the President from using the facility for two years from the date of the infraction or indefinitely. The Dean of Students will review the violations (in the case of currently registered student organizations) and may refer the violation to the proper authority for adjudication. Violations of state law will be referred to the University Police.

#### **Security**

One or more uniformed University Police officers are required to be on duty during an event that is serving alcoholic beverages. Expense for this service will be assessed to the sponsoring organization.

If payment for security is to be paid from non-university funds, agreed amount must be paid in cash to SHSU Department of Public Safety 48 hours prior to the event. If payment for security is to be paid from university funds, agreed amount must be paid on an interdepartmental order directly to SHSU Department of Public Safety 48 hours prior to the event.



**OLD MAIN PIT RESERVATION FORM**

<b>Requestor Contact Information</b>			
Organization:			
_____ University Department		_____ Student Organization	
Contact Person:		Contact Phone:	
Contact Email:			

<b>Responsible Party Information (For Student Organizations Only) **DEAN OF STUDENTS SIGNATURE IS REQUIRED TO SUBMIT REQUEST**</b>			
Advisor Name:		Advisor Signature:	
Advisor Phone:		Advisor Email:	
**Approved (signed) by the Dean of Students:		Date:	

<b>Event Details</b>			
Estimated Attendance:			
Event Date:	Day of Week (select):	__Su __M __T __W __Th __F __S	
Event Start Time:	End Time:		
Set Up Time:	Time Out of Old Main Pit:		
Event Title:			
Event Description:			

<b>Please check YES or NO for each item below. *Denotes action is required by Requestor.</b>			
Aramark Catering: ___ Yes* ___ No	Decorations: ___ Yes* ___ No		
**Alcohol Service: ___ Yes* ___ No	DJ (must provide ALL equipment): ___ Yes* ___ No		
Requesting UPD: ___ Yes* ___ No			
<b>***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.</b>			

<b>OFFICE OF THE PRESIDENT USE ONLY:</b>	
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.

<b><u>SUBMIT COMPLETED FORM TO:</u></b>
<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>

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