



PEABODY MEMORIAL LIBRARY RESERVATION POLICY

**PEABODY MEMORIAL LIBRARY IS RESTRICTED TO USE FOR EVENTS HOSTED BY
PRESIDENT’S CABINET AND COUNCIL OF ACADEMIC DEANS.**

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

1. Use of Peabody Memorial Library will be limited to functions for the President’s Cabinet and the Council of Academic Deans.
2. All reservations for use of the facility will be made through the Office of the President – University Events.
3. Peabody Memorial Library may be used for formal receptions and special occasions limited to no more than 80 seated persons or 125 standing persons. **These capacity limits will be strictly enforced with no exceptions.**
4. The Office of the President will have priority use of the building. Beyond that, requests will be honored on a first-come, first-serve dbasis.
5. Peabody Memorial Library 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 Peabody Memorial Library 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 Peabody Memorial Library. Any items left at Peabody Memorial Library 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.
11. If any group is found to have violated the privilege of using Peabody Memorial Library, 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.
12. Set-up and take-down of tables and chairs in Peabody Memorial Library will be coordinated by the Office of the President. No tables or chairs will be moved into or out of Peabody Memorial Library unless special circumstances have been approved by the Office of the President. 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-ups will be made.
13. 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.



PEABODY MEMORIAL LIBRARY RESERVATION FORM

Requestor Contact Information			
Cabinet Member or Dean Name:***			
Event must be hosted by the VP or Dean listed AND they must be present for the entirety of the event.			
Contact Person:		Contact Phone:	
Contact Email:			

Event Details			
Event Title:		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 Peabody Memorial Library:	
Event Description:			

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>Equipment (check all equipment needed): <i>This is the only equipment available in Peabody Library that is provided by the Office of the President.</i></p> <p><input type="checkbox"/> Podium w/Mic <input type="checkbox"/> 72" round tables <input type="checkbox"/> 8' rectangular tables <input type="checkbox"/> Chairs</p>	<p>Desired Room Setup</p> <p>Event Type: <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: _____
Notes: _____	

All groups using Office of the President facilities are responsible for reviewing the guidelines found on the back of 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: 936.294.2415 Fax: 936.294.1465</p>
--

OFFICE OF THE PRESIDENT USE ONLY:	
Date Received:	_____
Approved by:	_____
Date:	_____