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

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-serve 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). Decorations, fresh flowers, professional photography and live music are not provided.

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). A completed Alcohol Beverage Approval Request Form 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 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 thought to have misused the facility or to 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 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 and chairs 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
OFFICE OF THE PRESIDENT
OLD MAIN PIT RESERVATION FORM

Alcohol Beverage Policy

The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in Old Main Pit.

University policy states: “System universities shall not sell, serve, or permit the sale or service of alcohol on campus, except in “special use” buildings or facilities designated by the President.” Old Main Pit is such a “special use” building and has been so designated by the President.

1. Organizations and individuals desiring to have alcohol served or consumed in conjunction with an event scheduled in Old Main Pit must have the university President’s signature approval. A “Request for Alcohol Beverage Service” form should be initiated at least fifteen (15) business days prior to the event and must be completed and returned to the President’s office events coordinator ten (10) days prior to the event.

2. Alcohol must be served by a licensed caterer, who must present a copy of the “License to Serve Alcohol Outside of the Restaurant” to the Facility Manager for permanent files. The University catering service, Aramark, has this license and offers catering services to events at Old Main Pit.

3. The SHSU alcoholic beverage license holder may dispense the full range of alcoholic beverages for approved special events.

4. The consumption of alcoholic beverages will be limited to the inside area of Old Main Pit and grounds.

5. Alcoholic beverages are not permitted in any public area of Sam Houston State University.

Alcoholic beverage sales and/or services in Old Main Pit are divided into two categories. The categories are established as catered event or Old Main Pit sanctioned events:

1. Catered events
   a. Catered events will include only closed, private, controlled access events.
   b. The sponsoring organization is responsible for controlling access to the event facility and individual access to alcoholic beverages to assure compliance with state law.

2. Old Main Pit sanction events
   a. Old Main Pit sanction events are those functions which are permitted in Old Main Pit and are open to the public and/or for which there is a door charge, but where specific invitations have not been issued.
   b. The responsible party for university-sanctioned events is the university entity reserving the facility and completing the “Request for Alcohol Beverage Service” form.

Violations
Suspected violations of University or Old Main Pit policy, but not state law, who have misused the facility or to 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 alcohol 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.
OFFICE OF THE PRESIDENT
OLD MAIN PIT RESERVATION FORM

Requestor Contact Information

Organization: 
University Department or Student Organization 

Contact Person: 
Contact Phone: 
Contact Email: 

Responsible Party Information (For Student Organizations Only)

Advisor Name: 
Advisor Signature: 
Advisor Phone: 
Advisor Email: 

*Approved by the Dean of Students: Date:

Event Details

Use Requested: Ranch House Only | Full Use (Ranch House and Grounds) | 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: 

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

<table>
<thead>
<tr>
<th>Aramark Catering:</th>
<th>Yes* No</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Alcohol Service:</td>
<td>Yes* No</td>
</tr>
<tr>
<td>Requesting UPD:</td>
<td>Yes* No</td>
</tr>
<tr>
<td>Decorations:</td>
<td>Yes* No</td>
</tr>
<tr>
<td>DJ (must provide ALL equipment):</td>
<td>Yes* No</td>
</tr>
</tbody>
</table>

**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.

FOR UNIVERSITY POLICE DEPARTMENT USE ONLY:

_______ UPD Services Required 
_______ UPD Services Waived 
Approved by: ___________________________ Date: ________________

ARAMARK USE ONLY:

_______ Alcohol Approval Received 
_______ Catering Order Received 

INFORMATION SERVICES USE ONLY:

_______ Work Order Received 
_______ Work Order Number 

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

SUBMIT COMPLETED FORM TO:

University Events
Office of the President
Bobby K. Marks Administration Building, Suite 301 
events@shsu.edu 
Phone: 936.294.3415 Fax: 936.294.1465

OFFICE OF THE PRESIDENT USE ONLY:

Date Received: ____________________________
Approved by: ____________________________
Date: ____________________________

Updated 07/29/2020