



OFFICE OF THE PRESIDENT  
GIBBS RANCH RESERVATION FORM

Policy and Guidelines for Operations

**\*POLICY AND GUIDELINES EFFECTIVE AUGUST 1, 2015\***

**GIBBS RANCH IS ONLY AVAILABLE TO UNIVERSITY DEPARTMENTS, FACULTY AND STAFF GROUPS AND STUDENT ORGANIZATIONS SPONSORED BY THE UNIVERSITY.**

1. Use of Gibbs Ranch will be limited to University departments and faculty / staff groups sponsored directly by the University upon the approval from the Office of the President.
  - a. Gibbs Ranch 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. Rental Fee Structure is as follows:

University Related Events – Hosted by Vice Presidents, Deans, or Academic Deans	
Full Use of Gibbs Ranch (House and Pavilion)	\$100 (per day)
Use of Ranch House Only	\$75 (per day)

4. Payment is due in full thirty (30) days prior to the date of the function.
  - a. Requestor must complete and sign an Interdepartmental Order (IDO) and submit along with the completed reservation packet.
5. The Office of the President will have priority use of the building. Beyond that, requests will be honored on a first-come, first-serve basis.
6. University sanctioned organizations may use Gibbs Ranch for certain specifically defined formal functions, with strict adherence 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.**
7. Gibbs Ranch is designated as a “NO SMOKING” facility.
8. 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.
9. Alcoholic beverages may be served in conjunction with events held at Gibbs Ranch subject to prior approval. Alcoholic beverages must be served and provided 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. 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.
10. 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.
11. 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, the deposit (see paragraph 3) will not be refunded.



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12. Groups must provide their own garbage bags or containers for disposal. All garbage upon completion of event must be placed in the dumpster.
13. Gibbs Ranch staff will bring to the attention of the responsible party any child or guest running, playing or destroying state property. The child and/or guest will be asked to leave the premises immediately. Damage incurred will be billed to the responsible party.
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 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 Gibbs Ranch, 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. The requestor is responsible for supplying the appropriate number of tables and chairs for their event. These can be rented through a rental company.
16. 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
17. Gibbs Ranch Capacities are as follows and are strictly enforced:

<b>Ranch House Conference Room</b> <i>AS IS Set-up – cannot be changed</i>	<i>30</i>
<b>Grounds</b> <i>Without tables and chairs</i>	<i>300</i>
<b>Grounds</b> <i>With tables and chairs (these are not provided by the university)</i>	<i>130</i>



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**Alcohol Beverage Policy**

The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in Gibbs Ranch. 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." Gibbs Ranch 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 Gibbs Ranch 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 offer catering services to events at Gibbs Ranch.
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 Gibbs Ranch and grounds.
5. Alcoholic beverages are not permitted in any public area of Sam Houston State University.

Alcoholic beverage sales and/or services in Gibbs Ranch are divided into two categories. The categories are established as catered event or Gibbs Ranch 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. *Gibbs Ranch sanction events*
  - a. Gibbs Ranch sanction events are those functions which are permitted in Gibbs Ranch 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 Gibbs Ranch 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.



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**Sam Houston State University**

*Member The Texas State University System*

**INTERDEPARTMENTAL ORDER**

To the department of \_\_\_\_\_ President's Office – Gibbs Ranch 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 Rental Fee  University Related Event – Hosted by VP, Deans, Academic Deans and Student Organizations <ul style="list-style-type: none"> <li>- Full use of Gibbs Ranch (House and Grounds)</li> <li>- Ranch House only</li> </ul>	\$100 \$75

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

Delivery Location \_\_\_\_\_ Date Needed \_\_\_\_\_

PURPOSE (Optional)

<p>RECEIVING OFFICE USE ONLY</p> <p>Date Received _____</p> <p>Date Processed _____</p>	<p>PERSON MAKING REQUEST</p> <p>_____</p> <p>Signed _____</p> <p>Department/Division Head</p>
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Requestor Contact Information			
University Department / Organization:			
Contact Person:		Contact Phone:	
Contact Email:			

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

FOR UNIVERSITY POLICE DEPARTMENT USE ONLY:	ARAMARK USE ONLY:	INFORMATION SERVICES USE ONLY:
_____ UPD Services Required      _____ UPD Services Waived	_____ Alcohol Approval Received	_____ Work Order Received
Approved by: _____ Date: _____	_____ Catering Order Received	_____ Work Order Number

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

<u>SUBMIT COMPLETED FORM TO:</u>
University Events Office of the President Bobby K. Marks Administration Building, Suite 303 <a href="mailto:events@shsu.edu">events@shsu.edu</a> Phone: 936.294.4758    Fax: 936.294.1465

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