

The Woodlands Center (TWC) provides event space for groups of all sizes. Events - including meetings, gatherings, presentations, etc. - can be for academic or non-academic purposes.

1. All reservations will be processed by the TWC Administration Office. Room Reservation Forms should be submitted via email to TWCReservations@shsu.edu in PDF format.

2. Sam Houston State University (SHSU) has priority use of the building. Requests will be reviewed on a first-come, first-served basis. TWC Administration will make every attempt to accommodate room requests. Reservations may be moved to an alternate space if a supervening need arises.

3. If changes to a reservation need to be made, requester will notify TWC, in writing, a minimum of three (3) days in advance of event.

4. Reservations will be canceled and fees refunded if TWC is closed due to weather, natural disaster, or national emergency, or as directed by the president of SHSU.

5. Rooms are available for use at a nominal fee. Please refer to the [fee schedule](#) for specific charges.

a. If requesting the charitable organization rate, documentation must be provided stating the organization’s status before the fee and reservation will be confirmed.

b. When reserving multiple rooms, the President’s Reception Room, and/or the Sam Houston Room a payment totaling 50% of the rental fee will be due within 10 business days of reservation approval. If not received the space/s will be released.

c. Full/final payment must be received at least 10 business days in advance of rental date. Payments for recurring meetings will be made on an agreed-upon schedule (monthly, by semester, etc.). If full payment is not received in the designated timeframe the space/s will be released.

d. Payment may be submitted by credit card or electronic check. A link for payment will be sent with room confirmation.

6. No sales will be made at TWC.

7. Keys will not be checked out, TWC Administration or University Police Department (UPD) will unlock reserved rooms for use.

8. Events will be held within the posted [building hours](#).

9. To promote a healthy, safe, and aesthetically pleasing work, educational, and living environment, SHSU endorses a smoke/vapor free and tobacco free environment in accordance with the SHSU President’s Office Policy PRE-19.

10. SHSU is not responsible for personal items or equipment that you or your guests bring to TWC. Items left at TWC will be placed in the Lost and Found with the Administration Office (Room 131) or UPD (Room 117). Items not claimed by the semester’s end will be disposed of or donated.

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 requester or their guests, requester will be billed for clean-up.

12. The TWC Administration Office will bring to the attention of the contact person any damage to the TWC room(s) reserved by the group. It will be the responsibility of the group reserving the room to pay for any damage incurred by their attendees and/or contractors.

13. If any group is thought to have misused TWC or to have failed to adhere to these guidelines in any respect, the group will meet with TWC leadership. If found to have violated the privilege of using TWC rooms, the group will be barred by TWC leadership 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 the UPD.

14. Room set-up will be coordinated through the TWC Administration Office.

a. Tables and chairs are available for use through TWC. In the event that these items are not available or suitable for the event, the responsible party can provide their own with approval from TWC leadership.

b. No *university-owned* furniture will be set up or moved outside of the building.

c. Set-ups for the building must be confirmed by requester at least ten (10) days prior to the event.

d. If *classroom* tables and chairs are moved by requester/group, they should be returned to the standard room set-up at the end of the event. SHSU Facilities staff will be responsible for moving furniture within the President’s Board Room, Presidential Reception Room, and Sam Houston Room.

15. Security requirements will be determined by UPD and will be guided by the total number of *Estimated Attendance* and the Sam Houston State University Risk Management Guidelines.

16. TWC room capacities are as follows and are strictly enforced:
- | Description | Capacity | No. of Rooms | Description | Capacity | No. of Rooms | | | |
|--|----------|--------------|------------------------------|--------------------------|--------------|--|--|--|
| Auditorium | 140 | 1 | Conference Room | 12 | 5 | | | |
| Meeting Rooms | 60 | 2 | | | | | | |
| Classroom - tiered | 64 | 3 | Presidential Reception Room* | 32 | 1 | | | |
| Computer Lab | 30 | 2 | Sam Houston Room* | 180-chairs
160-tables | 1 | | | |
| Computer Lab | 40 | 2 | | | | | | |
| Numerous classrooms not listed above are available with capacities ranging from 20-45. | | | | | | | | |
| *The Presidential Reception Room and Sam Houston Room have a connecting door between the two rooms and can be used in conjunction with each other. | | | | | | | | |

Room Reservation Form
Non-SHSU Organization

Requester Contact Information								
Organization:								
Submitted By (name):		Contact Phone:						
Contact Email:								
On-site Contact (if different from above):								
On-site (Day of Event) Contact Cell:								
Event Details								
Room Type Requested:		Estimated Attendance:						
Start Date:			Recurring Event? Yes No If so (please detail in comments): Weekly Monthly Other					
End Date:								
Start Time:	:	End Time:	:	Set-up Time:	:			
Event Title:								
Event Description:								
Is any part of your event considered an Expressive Activity?		If so, do you agree to follow the SHSU Expressive Activity Policy EA-1 ?						
Please check YES or NO for each item below.								
Food:	Yes	No	Alcohol Service:	Yes	No	Requesting UPD:	Yes	No
Catering is the responsibility of the requester. Services may be contracted with a caterer of your choosing.			Alcohol service request must be initiated no later than 45 days in advance of event. Requests are approved by the President or designee.			If requesting UPD, Event Security Form must be submitted two weeks prior to event. UPD reserves the right to have an officer present at any campus event.		
Comments (If multiple room types are needed, please list here):								

All groups using The Woodlands Center facilities are responsible for reviewing the guidelines accompanying this form.

By submitting this form, the requester agrees to comply with the above mentioned guidelines.

SUBMIT COMPLETED FORM TO:

TWCReservations@SHSU.EDU

THE WOODLANDS CENTER USE ONLY

Date Received: _____

Approved By: _____

Date:_____