



## GIBBS RANCH CONFERENCE CENTER INTERNAL RESERVATION POLICY

GIBBS RANCH CONFERENCE CENTER IS AVAILABLE TO UNIVERSITY DEPARTMENTS, FACULTY/STAFF GROUPS, AND STUDENT ORGANIZATIONS SPONSORED BY THE UNIVERSITY

### Reservation Details

1. Use of Gibbs Ranch Conference Center is open to university departments and faculty/staff groups sponsored directly by the University upon the approval from Auxiliary Services.
2. Effective August 2023 Student Organizations will have the opportunity to utilize Gibbs Ranch Conference Center upon approval from Auxiliary Services.
  - a. Student organizations will require approval from Dean of Students and Faculty/Staff Advisor.
  - b. Student organizations MUST have submitted an event request through OrgLink.
  - c. The Faculty/Staff Advisor must be present for the entirety of the event.
  - d. Student organizations will have the option of 2 events in Gibbs Ranch Conference Center per year. (One per semester)
  - e. Alcohol will not be allowed for Student Organization events.
3. All reservations for use of the facility will be made through Auxiliary Services.
4. This rental is for USE OF THE BUILDING ONLY. The requestor is responsible for supplying the appropriate number of tables and chairs for their event. These can be rented through a rental company as neither the Gibbs Ranch Conference Center nor Auxiliary Services will supply these.
5. The Office of the President will have priority use of the building. Beyond that, requests will be honored on a first-come, first-served basis.
6. Use of Gibbs Ranch Conference Center must adhere to the following guidelines:
  - a. The limits and/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 meal.
  - c. **KEY MUST BE SIGNED OUT AND RETURNED BY FACULTY/STAFF MEMBER. KEYS WILL NOT BE CHECKED OUT TO STUDENTS.**
7. Gibbs Ranch Conference Center is designated as a “NO SMOKING” facility.
8. All events, including clean up, must end by midnight.

### Food/Drink

1. Functions will be serviced by the University’s contracted food service (Aramark).
2. Alcoholic beverages may be served in conjunction with events held at Gibbs Ranch Conference Center subject to prior approval. Alcoholic beverages must be serviced by the University’s contracted food service (Aramark). Approval for alcohol through the Bearkat Buy Form must be on file with Auxiliary Services at least thirty (30) days of the scheduled event.
3. Events with alcoholic beverages must follow policy FO-70. [FO-70+Alcohol+Policy+Final+.pdf \(shsu.edu\)](#)



### **Decorations/Set-Up/Take Down**

1. Sam Houston State University is not responsible for personal items or equipment that you or your guests bring into Gibbs Ranch Conference Center. Any items left at Gibbs Ranch Conference Center for more than 72 hours will become the property of SHSU.
2. Auxiliary Services must approve all decoration plans and props prior to installation. Failure to comply will result in appropriate charges and/or loss of Gibbs Ranch Conference Center reservation privileges.
3. All decorations must be removed immediately following the event. Exceptions must be approved in advance by Auxiliary Services. Auxiliary Services is not responsible for any articles temporarily stored, left, or lost in the building.
4. Requester is responsible for letting the caterer, florist, or any other contracted persons know when they will be able to deliver, decorate, or have access to the building. SHSU staff will not be responsible for accepting delivery of any materials for requestor. A list of names of all contracted persons must be provided to the Event Logistics Coordinator via email, 10 days prior to event.
5. Tape, adhesive tacks, or pins SHALL NOT be placed on the interior or exterior walls of the building.
6. Glitter, confetti, rice, bird seed, or rose petals are strictly prohibited within building and/or campus grounds.
7. No shoe polish or shaving cream is allowed for decoration.
8. No candles are allowed; only use of artificial flames and string lights can be utilized for ambience.
9. Fog machines of any kind, including dry ice, are not permitted in the building.
10. If the building and/or grounds are left littered by the requestor or their guests, requestor will be billed for clean-up and/or damages that could exceed the deposit cost.
11. Gibbs Ranch Conference Center staff will bring to the attention of the responsible party any damage to State Property. Damage incurred will be billed to the responsible party.
12. If any group is found to have violated the privilege of using Gibbs Ranch Conference Center, the group will be prohibited from using the facility for at a minimum, one year from the date of the infraction up to an indefinite period. Violations of state/federal law will be referred to University Police.

### **Insurance**

1. A certificate of insurance for any vendor that will be at your event will need to be supplied. For example, this will include the DJ, florist, and rental supply company. Please submit this certificate to Miranda Biehle: [mkb078@shsu.edu](mailto:mkb078@shsu.edu). If we do not have this certificate on file your vendor will not be allowed at the event.

### **Incidents**

1. Any incident that occurs during your event MUST be reported. Incidents including situations related to personal injuries, malfunction or damage to the facility or damage to contents within the building. For example: individual falls at the event, plumbing issues, damage/broken chairs, or tables. Please contact Miranda Biehle: [mkb078@shsu.edu](mailto:mkb078@shsu.edu)



### **Security**

1. Security requirements will be determined by University Police Department and guided by the total number of “Estimated Attendance” defined by the Sam Houston State University Risk Management Guidelines.
2. Events may require security provided by one or more uniformed SHSU Public Safety Services (UPD) officers, as deemed necessary by Auxiliary Services, the Director of Student Activities, or UPD. Events with alcohol may require an on-duty officer throughout the duration of the event. An additional cost for this service will be collected by UPD.

### **Parking**

1. Parking permits are required for all vehicles at event. If your event includes guest(s) without a SHSU permit, then arrangements can be made through [eventlogistics@shsu.edu](mailto:eventlogistics@shsu.edu). Parking cost will be determined by the number of required parking spaces and availability.

### **Event Estimates/Deposits/Payments**

1. Groups and individuals with an outstanding bill or debt owed to SHSU will have their reservation privileges suspended until the debt is paid in full.
2. Misrepresentation of your event will lead to a \$100.00 fine, cancellation of event, and loss of reservation privileges for an academic year.
3. Event Estimates will be sent via email and are valid for five (5) business days. If no response is received by Auxiliary Services, then the event space will be released.
4. A deposit of \$75 will be due five (5) business days after the contracts are signed. If the deposit is not paid the reservation will be canceled. The deposit will be applied to the final bill upon inspections by SHSU staff of building after event.
5. Final payment will be due five (5) business days after the event.
6. Deposits and payments from departments can be processed through an IDO (Interdepartmental Order).
7. Deposits and payments from student organizations with external accounts can be made with check, money order, cashier’s check, cash (exact amount). For credit card payments, please email for a link.



## Cancellations

1. Cancellations should be reported immediately. Full refunds will not be made unless the office is notified 30 days prior to the event. Fees related to cancellation will be withheld from the deposit when it is refunded.

Cancellations fees are assessed as follow:

- Within 29 days to receive a refund of \$50
- Within 15 days to receive a refund of \$25
- Within 5 days or less no refund available.

I have read, understood, and signified my consent to the General Regulations and agree to abide by those conditions. I understand that if any damages incur, I will be billed for the full replacement value.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_



Instructions: Please save the document to your computer, complete the form, save your changes and e-mail to eventlogistics@shsu.edu

Event Name: \_\_\_\_\_ Approx. Attendance: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_  
 Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
 Time Out of Building: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Department: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Ext.: \_\_\_\_\_

Student Organization

Faculty/Staff

(Provide Name of Faculty Advisor Name/Email)

Fundraiser

Event: Reception  
 Seated Meal  
 Conference/Meeting

Aramark Catering:	Yes	No	Will you be Decorating:	Yes	No
Alcohol Service:	Yes	No	Will you have a DJ:	Yes	No
Requesting UPD:	Yes	No	(Must Provide ALL equipment)		
Requesting Parking:	Yes	No	How many Spots?		

Please provide any additional details/request regarding your event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**All groups using Gibbs Ranch Conference Center will be responsible for reviewing and signing the guidelines accompanying this form.**

<p>Submit completed form to:          Eventlogistics@shsu.edu</p>
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