



PEABODY MEMORIAL LIBRARY INTERNAL RESERVATION POLICY

PEABODY MEMORIAL LIBRARY IS AVAILABLE TO UNIVERSITY DEPARTMENTS, FACULTY/STAFF GROUPS, AND STUDENT ORGANIZATIONS SPONSORED BY THE UNIVERSITY

The Peabody Memorial Library is the first separate college library building in Texas, it is the university's oldest building constructed after its founding in 1879. Sam Houston State University recognizes the historical value of Peabody Memorial Library and in this regard the policy outlined below has its purpose for the preservation of the building as a Texas Landmark.

Reservation Details

1. Use of Peabody Memorial Library 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 Peabody Memorial Library 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 Peabody Memorial Library 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. 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.
5. Use of Peabody Memorial Library 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.**
6. Peabody Memorial Library is designated as a "NO SMOKING" facility.
7. 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 in Peabody Memorial Library 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 Peabody Memorial Library. Any items left at Peabody Memorial Library 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 Peabody Memorial Library 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 requester. A list of names of all contracted persons must be provided to the Event Logistics Coordinator via email, 10 days prior to event.
5. No furniture, rugs, or furnishings will be moved when the building is used.
6. Tape, adhesive tacks, or pins SHALL NOT be placed on the interior or exterior walls of the building.
7. Glitter, confetti, rice, bird seed, or rose petals are strictly prohibited within building and/or campus grounds.
8. No shoe polish or shaving cream is allowed for decoration.
9. No candles are allowed; only use of artificial flames and string lights can be utilized for ambience.
10. Fog machines of any kind, including dry ice, are not permitted in the building.
11. If the building and/or grounds are left littered by the requester or their guests, requester will be billed for clean-up and/or damages that could exceed the deposit cost.
12. Peabody Memorial Library staff will bring to the attention of the responsible party any damage to State Property. Damage incurred will be billed to the responsible party.
13. If any group is found to have violated the privilege of using Peabody Memorial Library, 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.
14. Set-up and take-down of tables and chairs in Peabody Memorial Library will be coordinated through Auxiliary Services. Set-ups for the building must be confirmed at least (10) days prior to event. If University owned tables and chairs are not available or suitable for the event, the responsible party will have to provide their own chairs and tables. These can be rented through an outside rental company.



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. 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

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 require an on-duty officer throughout the duration of the event. An additional cost for this service will be collected by UPD.
3. 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. Parking cost will be determined by the number of required parking spaces and availability for garage or surface lots. Pay to park is available on site through Park Mobile Application located around campus.



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 release.
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

Room Set-Up Options

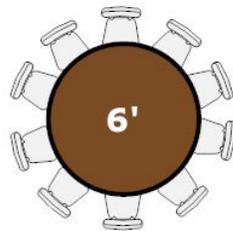
1. Peabody Memorial Library Capacities are as follows and are strictly enforced:

Peabody Memorial Library Layouts

Seated function w/rounds (MAX 8 Rounds; MAX 10 chairs per round) –

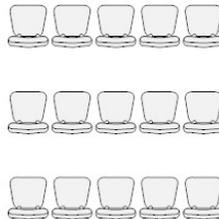
Option A

Total Fit: 80



Theater Style (Chairs Only) – Option B

Total Fit: 100



Reception Style (Standing and Cocktail Tables) – Option C

Total Fit: 125

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

(Provide Name of Faculty Advisor Name/Email)

Faculty/Staff

Fundraiser

Please specify set-up: Seated Meal w/ Rounds
Reception/Standing
Chairs Only

Desired Room Set-Up:

(See Diagrams on Pages 5)

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 parking spots needed?

Technology Request:

Podium: Yes No
Microphone: Yes No
Data Projector/Projector Screen: Yes No

Please provide any additional details/request regarding your event: _____

All groups using Peabody Memorial Library will be responsible for reviewing and signing the guidelines accompanying this form.

Submit completed form to: Eventlogistics@shsu.edu