

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 if TWC is closed due to weather, natural disaster, national emergency, or as directed by the president of SHSU.
5. No sales will be made at TWC.
6. Keys will not be checked out. TWC Administration or University Police Department (UPD) will unlock reserved rooms for use.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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 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.
12. If the standard room set-up is not compatible with the requester's needs, set-up for tables and chairs in TWC will be coordinated by requester through [Facilities Management](#).
 - a. In the event that tables and chairs are not available or suitable for the event, the responsible party will have to provide their own chairs and tables 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 with Facilities Management at least ten (10) days prior to your event. If there is no contact between the requester and Facilities Management, no set-up arrangements will be made.
 - 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.
13. If individualized IT support is needed, requester should complete a [Katalyst](#) for event support in advance of the event.
14. 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.
15. TWC 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	President's Board Room	18	1
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 SHSU Organization

<i>Requester Contact Information</i>			
University Department/Organization:			
Submitted By (name):		Contact Phone:	
Contact Email:			
On-site Faculty/Staff Contact (if different from above):			
On-site (Day of Event) Contact Cell:			
<i>Event Details</i>			
Room Type Requested:		Estimated Attendance:	
Start Date:			Recurring Event? Yes No
End Date:			If so (please detail in comments): Weekly Monthly Other
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.	
Facilities Work Requests, including table/chair set-up, are the responsibility of the requester. When completing Work Request, please include TWCReservations@shsu.edu in the Email CC. Room floor plans, if needed, can be requested from TWC Reservations.			
Comments (If multiple rooms 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: _____