Sam Houston Memorial Museum and Republic of Texas Presidential Library

Rental Policies
Katy & E. Don Walker, Sr. Education Center

Alcohol Policy:

As part of Sam Houston State University, we must follow Finance and Operations Policy FO-70 - ALCOHOLIC BEVERAGE POLICY fo-70-alcohol-policy-11-20.pdf. We are designated as a Non-Exclusive Aramark Facility, so an outside-licensed caterer can be used other than Aramark. Please contact the museum rental coordinator for more information on the alcoholic beverage policy.

Animals:

Apart from guide animals, animals are prohibited inside the museum buildings.

Audio/Visual:

We are equipped with audio/visual equipment in a couple of the rooms and have available, upon request, portable projector/screen or portable TVs for rooms that do not have in-room audio/visual. The Walker Education Center, as well as the entire museum complex is a wireless facility. If your event requires wi-fi access for non-SHSU related events, you will require a guest log-in status. Please see rental coordinator for additional information.

Banners/Hanging Items:

Event-related banners may be hung only with prior approval from the rental coordinator. Banners that cannot be hung safely without causing damage to the building will not be approved.

Billing:

Full payment for rental space is due, if applicable, at least 5 business days prior to the event. Any other charges incurred during event will be charged to the credit card provided with your application unless other arrangements have been made. Checks may be made payable to the Sam Houston Memorial Museum.

Cancellation:

Cancellation of your event less than three months before the contracted date will result in a forfeiture of any deposit monies. Events booked into the museum within three months of the event date are not eligible for any refund of the deposit upon cancellation.

Catering:

Classic Fare Catering is our preferred caterer, but we are designated as a Non-Exclusive Aramark Facility. Therefore, outside caterers are allowed. Please contact the rental coordinator for more information about the use of outside caterers. Classic Fare Catering can be contacted at: (936) 294-1930. We also have a catering (final prep) kitchen that can be booked for your event. **Using the kitchen for any reason will require an additional $30 charge.** Even if you are not using a caterer but require use of our kitchen facilities for any reason, there is still a $30 charge. If you do not require use of the kitchen for any reason, the kitchen will remain locked during your event, and you will not be required to pay the $30 charge.

Children:

Children must always remain under the direct supervision of an adult.

Clean Up:

Your facility rental includes general clean-up at the end of your event. We ask you to remove your own trash to keep the building smelling fresh and clean. Dumpsters are located at the back of the Walker Education Center building. No items may be stored overnight unless you have coordinated ahead of time with the rental coordinator. All left-over decorations and other items will be regarded as trash.

Cooking:

Absolutely no cooking or cooking stations are allowed in the building. Keep this in mind when planning with the caterer. **The catering kitchen is a final-prep kitchen only**. Please contact the rental coordinator about the use of grills or barbeque pits outside of the building.

Date Confirmation:

A signed Rental Agreement and $200 deposit are required to confirm the event date. The Rental Agreement and deposit are due no later than three months prior to the event date. For any event booked into the museum within three months of the date of the event, a signed Agreement and non-refundable deposit are required immediately. Until a deposit and signed Agreement are received, the hold of your date will be regarded as tentative.

Decorations:

Items such as glitter, confetti, cascarones, confetti eggs, shoe polish, shaving cream or streamers are not allowed in the Museum. **Should these items find their way into the building and should they or any other decoration necessitate excessive clean-up, you will forfeit your $200 deposit**. This will be determined by the Event Staff upon final inspection after your event. No open-flame candles. **The use of tape, wire, staples, tacks, glue, and similar items is prohibited. Absolutely no items may be attached to museum surfaces. Failure to comply with this requirement will result in forfeiture of the Rental Deposit. 'museum surfaces' are defined as any surface residing in or on the museum building, this includes but is not limited to, walls, floors, fixtures, tables, chairs, lighting, doors, handles, etc…**

Decorator Services:

The museum has tables (round & rectangle) and chairs available for your use. You will provide the rental coordinator with your setup for your event. The Museum does not provide any decorator services (tablecloths, backdrops, etc.). All set-up and move-out must be completed during your half-day or full-day rental time block (7 hour or 14 hour, respectively). There will be no set-up/tear down allowed outside of the paid rental time unless you have coordinated with the rental coordinator ahead of time. Failure to stay within the limits of your paid rental time will result in automatic forfeiture of your $200 rental deposit.

Billing:

Full payment for rental space is due, if applicable, at least 5 business days prior to the event. Any other charges incurred during event will be charged to the credit card provided with your application unless other arrangements have been made. Checks may be made payable to the Sam Houston Memorial Museum.

Delivery:

The Museum will not accept any freight or other delivered items on behalf of the Licensee. Items may not be delivered prior to the contracted event date.

Deposits:

A $200 deposit is required at the time of contract. The deposit will be held in escrow until the event is completed and the rental coordinator has made a final walk-through. All deposit monies will be forfeited in the event of cancellation less than three months from the event date, including events booked within three months of the date.

Equipment/Supplies:

The Museum will provide tables and chairs for indoor events only. Decorator and office needs (fax, copier, telephone) must be handled by the Licensee. The client or contractor must provide their own dollies, carts, etc… including manpower for all loading and unloading. A layout needs to be provided to the rental coordinator prior to your event, and rental staff will have your tables set prior to your event. The museum reserves the right to refuse unsafe or hazardous dollies or carts in the museum that might do damage to the facility. Outside vendors (decorators, florists) must provide the required insurance certificate and vendor agreement, if applicable. (See rental coordinator about required insurance certificates.)

Event Information:

The museum is not responsible for providing event information to the public. A telephone number for your organization should be included in all your event literature and promotions. The museum will not provide any advertising of any kind for your event unless the museum is sponsoring or co-hosting the event.

Exhibit Areas:

Absolutely no food or drink, outside equipment or decorations may be taken into exhibit galleries during your event unless you have talked to the rental coordinator.

Fireworks:

The use of sparklers, fireworks, or any other incendiary item is not permitted in the museum buildings or the museum grounds.

Fundraisers/ Political Events:

All fundraising events, including political events, must have prior approval from the museum before your event can be booked. Please see the rental coordinator about the approval process.

Invitations:

Invitations for non-museum sponsored events may not use the name of the museum except as the designated location of the event. A Licensee may not use the name or likeness of the museum to promote any event.

Address for the:
Katy & E. Don Walker, Sr. Education Center
1402 19th Street
Huntsville, Texas 77340

Loading Dock:

There is no designated loading dock at the Walker Education Center. Delivery schedules must be arranged in advance with the rental coordinator. The museum does not provide dollies, carts, or other items for the loading and unloading of client or contractor equipment or supplies.

Media:

All event-related media promotions must be approved by the museum. Use of the museum's name to promote, advertise, or sell tickets to an event (other than as the location of the event) is prohibited unless the event is expressly hosted or sponsored by the museum. The museum must review all promotional copy before its release. On-site media coverage of an event must be approved by the museum in advance.

Messages:

The museum will not provide information or messages for event attendees. A telephone number and/or email address for your organization should be included on all of your event literature and promotions. The museum does not provide information about rental events.

Music/Entertainment:

The band, disc jockey or other entertainment will be required to notify the rental coordinator of their equipment type, electrical set-up, and requested delivery schedule in advance. The Museum will not provide equipment or any set-up equipment for bands or DJs, such as microphones, electrical tape or stages. It is the responsibility of the band or DJ to use floor protection under their equipment during load-in, performance, and load-out. This floor protection must be approved by the rental coordinator. The museum reserves the right to prohibit any equipment needing more power than the standard electrical outlet provides or any equipment that the museum believes is inappropriate. Prior approval from the rental coordinator is needed for items like: balloon arches, blow-up jump houses, water slides, snow-cone machines, popcorn machines, cotton candy machines, or anything else similar. Outside vendors must provide the required insurance certificate. Please see the rental coordinator about required insurance certificates.

Noise:

During normal museum hours, it is the responsibility of the Licensee to maintain a noise level respectful of museum visitors. Excessive noise after hours may result in reporting to the University Police Department. Please be respectful after hours of the museum neighbors living in the Avenues.

Outdoor Use:

The use of any outdoor areas, aside from general entrance and exit areas, in conjunction with your rental will require you to coordinate with the rental coordinator. Your rental of an indoor room is for that room only, and your guests may not spill over into another room aside from the general meet/greet reception area and public restrooms. The use of any additional space for your event will require that you speak with the rental coordinator.

Overtime Policy:

An hourly charge will be added to the final bill for every hour or portion thereof after the contracted end time of the event. Unless arrangements are made by Licensee, additional charges incurred for overtime will be charged and the Licensee will be notified of these additional charges. Licensee’s time of entry and time out will be logged by the Museum Staff.

Parking:

Parking is available next to the Walker Education Center. Please request additional information from rental coordinator if you wish to reserve parking spaces/lot because that must be coordinated with Parking & Transportation in advance; additional fees could apply. Street parking is available on 19th Street after 5 p.m. See the rental coordinator for more information concerning parking.

Posters/Signage:

Poster and signs are to be mounted on easels or other individual displays. They may not be affixed in any way to museum surfaces.

Security:

Events requesting security will need to coordinate with the University Police Department in advance. Events providing alcoholic beverages might require the attendance of police officer(s). Additional fees could apply if security is needed. Please request additional information from rental coordinator when booking your event if security is needed.

Smoking:

The use of tobacco products is not allowed indoors in any building of the museum.

Tentative Holds:

A tentative 2-week hold may be held by submitting a written email request to the rental coordinator indicating the date, time, nature of, and estimated attendance at the event. If another party is interested in a tentative date, the current holder will have 2 full business days from contact to submit the deposit and signed Agreement; otherwise, the tentative hold will be released on the third business day.

Vendors:

All service vendors (outside caterer, decorator, music/entertainment, etc.) must be approved by the rental coordinator in advance of the event date. Outside caterers and rental companies will be required to provide a certificate of insurance. See the rental coordinator for more information on certificate of insurance requirements.

Weddings, Receptions, Parties:

The museum allows for the use of its facilities for wedding ceremonies. Receptions may take place under standard rental policies. Bird seeds, flower petals, and rice may be thrown outside only. Artificial flower petals, streamers, confetti eggs, silly string and other like items are strictly prohibited both indoors and outdoors**.** The use of such will forfeit the $200 Rental Deposit.

Any questions concerning the rental policy should be directed to our rental coordinator by calling 936-294-3201.

Rental policy as of November 2026