



Internal Facility Request Form for KC-Sponsored Events

PLEASE NOTE: This form must be downloaded (saved) to your computer first before filling in the blanks below. Otherwise, it will save with blank fields.

What is the Event or Program? _____

What is the DATE of the event? _____

What is the TIME of the event? FROM: _____ TO _____

Requested SETUP time? FROM: _____ TO _____

Approximate # of people attending? _____

Will participants be charged to attend? (If so please explain):

Facility needed (please check all that apply):

Devall Ballroom

NOTE: If you are reserving the Devall Ballroom, you must sketch how you'd like your setup. Download the diagram (link below), draw how you'd like the room set up and return the sketch with this facility request form to Judy DeRouen. [CLICK HERE TO DOWNLOAD THE DIAGRAM OF THE DEVALL BALLROOM](#)

- Devall Room Masters Gym Rangerette Gym Devall TV Room
 Devall Conference Room Parks Fitness Center Aerobics Floor Devall Game Room
 Carpeted Gym Dodson Auditorium ([View Info & Technical Specs for Dodson](#))

Other: _____

Contact person for the event:

Name: _____

Phone number: _____ Email: _____

Items needed: (free of charge if available) Lectern Piano American & Texas flags
 KC Logo backdrop KC Star Backdrop

Tables & Chairs:

of Round Tables / Chairs? _____ / _____

of Long Tables / Chairs? _____ / _____

of Serving Tables / Chairs? _____ / _____

of Registration Tables? _____

Additional Services:

(May be required at additional charge to persons requesting facility)

Technical Services Custodial (required) KCPD Security (required)

Do you need catering for this event?

Yes No

CATERING: If you need catering, you must contact Aramark ([Kenn Tellman](#)) for catering services at (903) 983-8280. Food and drink are not permitted in facilities without prior written approval. If food/drink is desired for an event, Aramark is contracted with KC and must be given the right of refusal.

Overview of Rental Terms:

Facility requests must be made two weeks prior to date of event/activity. A deposit of 50% is required. Total facility rental fee is due upon signing of the Facility Rental Agreement. Written notice of cancellation must be received at least 48 hours prior to a scheduled event. A cancellation fee of \$50 will be assessed for all cancellations. Any commercial advertisement that mentions or includes Kilgore College's name must first be approved by the Facility Coordinator. No candles, confetti or glitter is allowed in any area. Also, signs, posters or decorations are NOT allowed on painted walls.

I agree to the terms above and understand that this request will be fulfilled if the facilities requested are available.

NAME: _____

PHONE: _____

EMAIL: _____

DEPARTMENT or ORGANIZATION: _____

TODAY'S DATE: _____

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Technical Items & Services Needed (Audio & Video):

[\(View Info & Technical Specs for Dodson\)](#)

If you need technical items such as PA systems, laptops or projectors, please fill out the information below. Most technical items that are available are free to use, however some services, such as hiring lighting/sound technicians for the event(s) will cost extra.

Do you need technical items and/or services for your event?

Yes No

If you checked "Yes" please name the technical item(s) needed:

Public Address System (PA) CD/DVD Player Laptop with PowerPoint

Other: _____

If you need a PA system, what type and what quantity of microphones and equipment do you need?

- Wireless microphones - How many? _____ Lapel microphones - How many? _____
 Microphone (w/ regular stand) - How many? _____ Instrument Hookups - How many? _____
 Microphone (w/ boom stand) - How many? _____
 Other technical items needed: _____

If you are providing your own laptop, what brand is it?

Apple/Macintosh PC (IBM)

If you are using an Apple/Mac, do you have the proper adapters? Yes No

Special Notes and other requests:

**Please scan form and send to
Judy DeRouen at jderouen@kilgore.edu.**