



# 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 Delinda Spencer. [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  
Delinda Spencer at [dspencer@kilgore.edu](mailto:dspencer@kilgore.edu).**