



College Events and Facility Rentals: Alcohol Use

College Events and Facility Rentals: Alcohol Use Policy

Approved by and date:

Board of Trustees 06/19/2017

Executive Leadership Team 05/22/2017

Policy:

The Kilgore College President is authorized to permit the possession, use, serving and/or consumption of alcoholic beverages by persons aged 21 and over as follows:

- a. At designated College facilities as part of a specifically defined and approved academic curricular program or class (e.g., culinary arts, East Texas Police Academy, etc.);
- b. At official events sponsored by the College;
- c. At special fund-raising functions for the College sponsored by the College or the Kilgore College Foundation; or
- d. At approved events being held at the College through a facility rental agreement.

The Kilgore College President has the right to deny any or all requests under this policy.

Procedures:

Approved by and date:

Executive Leadership Team 05/22/2017

The following procedures will be followed when alcoholic beverages are permitted at college sponsored events or functions, regardless of whether the event is held on or off campus.

- a. Alcoholic beverages will not be permitted without the specific authorization of the College President.
- b. Kilgore College institutional funds cannot be used to purchase alcohol unless the purchase is part of a specifically defined and approved academic curricular program or class.
- c. Under no circumstances will individuals be allowed to bring their own alcoholic beverages.
- d. Alcoholic beverages will only be permitted at events, functions and/or activities that are not intended to be "student related" functions unless the function is part of a specifically defined and approved academic curricular program or class.
- e. On campus events that are authorized to serve alcoholic beverages should be held at a time and/or location that minimizes contact or interaction with students. Attendance of students, staff or guests who are under the age of 21 is not permitted.
- f. Any group sponsoring a function at which alcoholic beverages are to be served will be responsible for providing appropriate personnel to verify the age of attendees at the entry point of the event.
- g. Alcoholic beverages may not be served without food also being served.
- h. Cash bars will be permitted only in strict conformity with the rules and regulations of the Texas Alcoholic Beverage Commission.
- i. Any group sponsoring a function at which alcoholic beverages are to be served will be responsible for providing appropriate security as required by the KC Chief of Police.

- j. Outside individuals or organizations renting College facilities for an event may request, as part of the rental request, the ability to serve alcoholic beverages. Typically, approval will only be granted for those events that will not have guests under the age of 21.
- k. Approval of rental requests that include the serving of alcoholic beverages will be conditioned upon compliance with all facets of this procedure and the use of an insured caterer/bartender licensed under the Texas Alcoholic Beverage Commission to serve alcoholic beverages. In addition, a separate damage deposit will be required and will be based upon the size of the event. Any damages incurred will be billed at the actual cost of repair/replacement, less the deposit amount.
- l. All parties serving alcoholic beverages must comply with College policy, local ordinances, the rules and regulations of the Texas Alcoholic Beverage Commission, laws of the State of Texas and federal law, including but not limited to the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.
- m. Federal law, state law and local ordinances shall be strictly enforced at all times on all property owned, leased or controlled by the College in regards to the possession and consumption of alcoholic beverages.
- n. Additional requirements may be imposed at the discretion of the Kilgore College President.