

**Kilgore College**  
**College Event/Facility Rental: Alcohol Use Approval Form**

Individual/Group Requesting Approval: \_\_\_\_\_

Contact Individual (if different from above): \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Event/Program Title: \_\_\_\_\_

Location of Event/Program: \_\_\_\_\_

Date(s) of Event/Program: \_\_\_\_\_

Hours when alcohol will be served: \_\_\_\_\_

Beverages Requested:    \_\_\_\_\_ Beer        \_\_\_\_\_ Wine        \_\_\_\_\_ Distilled Spirits/Alcohol

Name of Caterer/Bartender: \_\_\_\_\_

Number of People to be in Attendance: \_\_\_\_\_

***I acknowledge and understand the rules and expectations associated with serving alcohol at a College approved function and/or location, as detailed in KC Policy. By checking each of the following boxes, I further understand, acknowledge and/or commit to:***

- ☐ Under no circumstances will individuals be allowed to bring their own alcoholic beverages on campus.
- ☐ Attendance of guests who are under the age of 21 is not permitted, without specific, separate approval.
- ☐ Appropriate personnel will be provided by the event to verify age of attendees at the entry point of the event.
- ☐ Alcoholic beverages may not be served without food also being served.
- ☐ Cash bars will be permitted only in strict conformity with the rules and regulations of the TABC.
- ☐ Security personnel will be paid by requestor. The KC Chief of Police will set security requirements.
- ☐ An insured caterer/bartender licensed under the TABC will be used to serve alcoholic beverages.
- ☐ A separate \$200 alcohol use charge will be assessed in addition to any additional rental fees assessed.
- ☐ The KC President or KC Chief of Police may cancel or stop an event at any time without refund.

\_\_\_\_\_  
NAME OF REQUESTOR

\_\_\_\_\_  
Date

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College Use Only:

\_\_\_\_\_  
KC Chief of Police Approval Recommendation

\_\_\_\_\_  
Date

\_\_\_\_\_  
KC President Approval

\_\_\_\_\_  
Date