

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

College Use Only:

KC Chief of Police Approval Recommendation

Date

KC President Approval

Date

Please fill this out, save it, and email it to FACILITYRENTALS@KILGORE.EDU.