

USE OF KOKERNOT LODGE

Reservations - Completed reservation forms must be submitted to the Campus Activities Office, University Center Room 108 at least five (5) working days prior to the event. Lodge availability may be checked in advance by calling 432-837-8191. The completed form must be submitted on time in order to secure the use of the Lodge. There is a \$150 Facility Use Fee associated with the reservation of Kokernot Lodge, unless otherwise determined.

Keys - Keys are to be checked out from UC 108 the day of the activity, or on Friday for weekend use, and must be returned on the first working day following the activity. Reserving parties are responsible for all costs and fees associated with lost keys.

Lodge Cleanup and Damage Policy - The reserving party is responsible for the cleanup of the Lodge and grounds, including the removal of trash from the building. There is a dumpster located in the Lodge parking lot. Reserving parties who fail to adequately tidy up after themselves will be responsible for all charges associated with having the Lodge cleaned. In the case of damage to the Lodge building or property, the reserving party will be responsible for all costs associated with the repairs.

Access - Kokernot Lodge is not wheelchair accessible. All fences, gates, etc. around the Lodge must be respected. Due to the underground water system, there will be **no** driving on the lawn.

Capacity - Capacity is set, by fire safety laws, at eighty-five (85) for non-seated meetings, and seventy (70) for seated.

Equipment - Tables and chairs are set up in the Lodge, as well as stored in an unlocked store room. Any additional tables or chairs that are removed from storage must be returned and arranged neatly in the store room to ensure easy access. Due to the limited access of the Lodge, determination of the Audio-Visual Equipment used will be left to the OIT Help Desk. Please call 1-888-691-5071 from an off-campus phone (or x8765 on-campus) to make arrangements.

Alcohol Policy - Groups eligible to use the Lodge under the Facilities Use Policy (see the SRSU Rules and Regulations) may request approval for alcohol under the following conditions:

- a. The event must be approved in advance by the Campus Activities Office.
- b. The event must be one scheduled for the members of the sponsoring organization/private party and their select guests, (i.e., for their private activities) not for events scheduled for, or open to, the community or University at large.
- c. A brief alcohol training is required of at least one officer or representative of the sponsoring organization or private party. The "trained" individual must be present at the event where alcohol will be served. This applies to all groups, regardless of whether they are on or off-campus, student, faculty, administrative, or staff.
- d. Beer is the only alcoholic beverage that may be consumed outside the Lodge building.
- e. All alcoholic beverages (including beer) served inside the Lodge must be served from the bar by the sponsoring organization/private party. No liquor bottles are allowed on the tables.
- f. No kegs are allowed inside the Lodge. Kegs may be used for picnics and other activities outside the Lodge or individuals may bring their own beer to be consumed outside.
- g. No fee for the alcoholic beverages may be charged.
- h. Use of alcoholic beverages does not extend to the Outdoor Theatre of the Big Bend.
- I. All local and state liquor laws must be upheld.

j. *Activities approved for alcohol that are sponsored by student groups must have an advisor who*

is a full-time University employee in attendance at all times.

k. The advisors and officers of the sponsoring groups are responsible for the enforcement of the policy and controlling the amount of alcohol consumed to ensure an orderly crowd.

l. This policy applies to Kokernot Lodge and does not affect the alcohol policies in place for the remainder of the campus.

The Texas State University System, Sul Ross State University and the Campus Activities Office assume no responsibility for any injury or property damage incurred during a function approved to be held at Kokernot Lodge. Any liability for such injury or damage is assumed by the sponsoring organization/private party and its advisors/representatives.

My signature below certifies that I am a representative of the listed organization and have read the above Rules and Regulations regarding the use of Kokernot Lodge and agree to abide by them. *I understand that failure to act within this policy shall result in the loss of use of Kokernot Lodge for future activities.*

<i>Authorizing Signature</i>	<i>Printed Name</i>
<i>Email Address</i>	<i>Telephone</i>
<i>Request filed on Behalf of</i>	

For Reservations Requesting Alcohol:

My signature below certifies that I have completed the required alcohol education with Campus Activities Staff .

<i>Campus Activities Staff</i>	<i>Date</i>	<i>Organization Representative</i>
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