

Katy Independent School District  
**Facility Reservation Request**

Facility/Campus:		Room(s)/Areas:	
Frequency of Rental: <input type="checkbox"/> Single Day <input type="checkbox"/> Weekly <input type="checkbox"/> Consecutive Days <input type="checkbox"/> Monthly		If re-occurring reservation, beginning date:	Ending date:
Date(s) Requested (include alternate dates):		Start time (including setup):	End time (including cleanup):
Reason for facility use:		Number in attendance (approximate):	Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of organization:		Name of contact person responsible for facility and/or equipment:	
Address (Street, City, State, Zip):		Address (Street, City, State, Zip):	
Phone:		Phone:	
501c3 Non- Profit Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No		Tax ID#:	
Email Address:			
List any special equipment (tables, chairs, etc.) needed along with SET UP details. Equipment must be coordinated through the facility coordinator.			

**Hold Harmless Agreement and Facility Use Acknowledgement**

To the extent permissible by the Constitution and laws of the State of Texas, the user of a District facility agrees to protect, indemnify and hold free and harmless, Katy Independent School District, its Board of Trustees, officers, employees, and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, Katy ISD or the user herein, its or their guests, employees, supervisors, vendors and agents whether resulting from the performance of its obligations hereunder or the quality or safety of the programs used and/or the equipment or property of the user herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

By signature on this agreement, I, as the contact person duly authorized to act on behalf of the above-named organization, I acknowledge and agrees that:

1. The District shall have first priority of facility use and may cancel any agreement of any facility prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District.
2. The District reserves the right to adjust or restrict the hours of use by any group or organization in order to accommodate the greatest number of requests.
3. The use of the facility requested will be restricted to the areas designated and approved for the reservation and to individuals associated with the organization in order to maintain security. (Subleasing is prohibited.)
4. Adult supervision will be provided by the group/organization at all times.
5. **The use, sale, or possession of any weapon, firearm (including concealed handguns without specific authorization), illegal drugs, alcoholic beverages, and pyrotechnics (including fireworks) and the use of tobacco products on any Katy ISD property are prohibited.**
6. The use, possession, or storage of any pesticide or herbicide on any Katy ISD property is prohibited.
7. Food and drinks are not allowed in any Katy ISD Junior High or High School gymnasium.
8. Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed.
9. Groups/Organizations reserving a District facility may not post any signage on District property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding or suspended from existing hardware and must be approved by the Special Events, Reservations, and Marketing Department prior to use.
10. Proof of the required insurance must be submitted 10 business days prior to the event.
11. Failure to adhere to District procedures, as specified in the Campus or District-Wide Facility Rental and Related Fees document (as appropriate), may result in forfeiture of the current utilization and future use of District facilities.
12. Facility Reservations Requests are not valid until confirmation from the District is provided.
13. Charges for an event are assessed from the time the facility is opened for the event until it is cleaned and secured.
14. Deposit fees are due immediately upon confirmation of date availability, and payment for rental and employee fees is due 10 business days prior to an event.

Signature of Sponsor	Printed Name of Sponsor:	Date
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Please return to: ♦ Katy ISD Special Events, Reservations, and Marketing Department ♦ Facilities Coordinator  
[reservations@katyisd.org](mailto:reservations@katyisd.org) ♦ P. O. Box 159 ♦ Katy, Texas 77492-0159 ♦ 281-396-2562 (telephone) ♦ 281-644-1823 (fax)

FOR INTERNAL USE ONLY		
Reservation #	Insurance	Date Paid
Signature of Facility Coordinator		Date