

## Campus Facility Rental and Related Fees

Rates and fees designated on the Campus Facility Rental and Related Fees exhibit will be subject to annual review. Rates and fees may be modified without advance notice. All **confirmed** facility reservation requests and agreements will be honored at the rates at the time of execution and will not be subject to rate changes.

Facility Rental and Related Fees for other facilities can be found in the exhibits at GKD (REGULATION) as follows:

- Exhibit B: District-Wide Facility Rental and Related Fees (i.e. ESC Training Rooms, Rhodes Memorial Stadium, LD Robinson Pavilion, Morgan Rodeo Arena, and MCTC Audio and Video Studio Facility)
- Exhibit C: Fine Arts and Performing Arts Centers (PAC) -- Facility Rental and Related Fees Including Reservation Guidelines and Procedures (i.e. PAC with or without fine art classrooms and/or Black Box Theaters)
- Exhibit D: Leonard E. Merrell Center -- Facility Rental and Related Fees Including Reservation Procedures and Guidelines (i.e. LMC arena, meeting rooms, conference rooms, concourses, etc.)

FACILITY	COST PER 3 HOUR USE (minimum)	COST PER ADD'L HOUR USE	COST RECOVERY (Classification C)
ALL ELEMENTARY CAFETERIAS <sup>1, 2</sup>	\$120	\$30	\$9
ALL ELEMENTARY GYMNASIUMS	\$120	\$30	\$12
ALL JUNIOR HIGH CAFETERIAS <sup>1, 2</sup>	\$150	\$40	\$11
ALL JUNIOR HIGH GYMNASIUMS	\$150	\$40	\$15
ALL HIGH SCHOOL COMMONS <sup>1, 2</sup>	\$200	\$50	\$25
MINI AUDITORIUMS (limited availability)	\$150	\$40	\$5
ALL HIGH SCHOOL GYMS (SUMMER ONLY) <sup>3</sup>	\$200	\$50	\$15
ALL HIGH SCHOOL NATATORIUMS <sup>4</sup>	\$275	\$70	\$35
ALL KITCHENS (with approval from KISD Food Service Department)	\$150	\$40	\$11
BASEBALL/SOFTBALL FIELDS <sup>3</sup>	\$75	\$25	\$5
HIGH SCHOOL FOOTBALL COMPETITION FIELDS/TRACKS <sup>3</sup> (with administrator approval)	\$75	\$25	\$25
FIELD LIGHTS (football, baseball, or softball)	\$75	\$25	\$25
EACH CLASSROOM (only available with campus administrator approval)	\$75	\$25	\$5
EACH ADDITIONAL AIR ZONE	\$75	\$25	\$5

<sup>1</sup> Includes only the portion of the stage in front of the curtain.

<sup>2</sup> Microphones may not be available in all locations.

<sup>3</sup> High school gyms (including 9<sup>th</sup> grade center gymnasiums) and athletic fields shall not be rented without specific permission from the campus Athletic Director, Executive Director of Athletics, and the Special Events, Reservations, and Marketing Department. They are reserved for scheduled practices, athletics, and UIL events. Beginning July 1, of each year, all athletic fields are closed to allow fields a "resting period". Wooden gymnasium floors are closed once floor refinishing begins and are unavailable for use by non-Katy ISD groups until the start of the next school year.

<sup>4</sup> Natatorium rental fees do not include employee services (i.e. lifeguards, natatorium supervisors, security, custodians, etc.). All required employee services will be provided by Katy ISD at the facility user's expense.

Groups requesting continuous usage of the same outdoor fields may be subject to a seasonal usage fee.

Rental fees will be charged based on the group/organization's classification type, the facility or facilities being rented, and employee service charges as specified in the Administrative Regulation at GKD and this document, as applicable. The fees on the chart are based on a three-hour minimum (unless otherwise stated). After the three-hour minimum, any portion of an hour beyond fifteen minutes will result in the organization being billed for a full hour.

The basic fee for use of these facilities does not include charges for required employee services or for the set up and take down of user's equipment or exhibits.

## **ADDITIONAL INFORMATION**

### **Reservations**

Groups or organizations considering rental of one or more campus facilities must submit a signed *Facility Reservation Form* (Exhibit E). **Katy ISD faculty and/or staff may not represent an external client in order to circumvent the Facility Rental and Related Fees.**

All requests for facility rental by non-Katy ISD groups may be submitted beginning August 1 of each year for first semester requests and by December 1 of each year for second semester requests.

District facilities, when made available for use, will be based upon classification and priority of groups as specified in these guidelines. 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. The District may also cancel an event with less than 24-hour notice under such emergency circumstances that would preclude the safe occupancy and use of the leased facility. The District also 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.

The use of the facility requested will be restricted to individuals associated with the organization/event in order to maintain security. Subleasing is prohibited.

### **Insurance**

Groups or organizations shall maintain, at their sole cost and expense, comprehensive general public liability insurance from an approved company authorized to do business in the State of Texas in which the group or organization is named as an insured and Katy ISD is named as an additional insured with limits of not less than one million dollars (\$1,000,000) for the period of time set forth in the reservation request. The insurance policy must reflect that it is primary and not secondary or contributory with any insurance maintained by the District. The insurance policy may not be canceled prior to the conclusion of the term of this reservation without ten (10) days advance written notice to the District. The policy must also include coverage for bodily injury, including death, property damages, deprivation of civil rights or civil liberties, defamation of character, libel, slander, and other similar causes of action; the group or organization waives any right of subrogation against the District in connection with any insurance proceeds received by or due to the District. Groups or organizations shall furnish, not less than two (2) weeks in advance of the date for the facility reservation a certificate showing such insurance to be in effect. Groups or organizations should understand and agree that if it fails to provide timely evidence of such insurance sufficient to provide primary insurance coverage to the District for all risks and limits described herein, the District will prohibit the use of the facility and any deposit will be forfeited without waiver of the District's rights to recover any other damages for such breach.

### **Deposit and Cancellation**

In order to reserve a facility, groups/organizations in Classifications E and F that rent campus facilities on a long-term basis [six (6) months or more out of the year] are required to pay a security deposit equal to one month's estimated fees for rental and employee services upon confirmation of facility availability.

Groups/organizations in Classifications C, D, E, and F renting campus facilities must provide a minimum of 24-hour advance notice of a cancellation. Failure to provide adequate cancellation notice may result in the group/organization being billed for a minimum of three (3) hours for custodial service,

### **Payment of Fees for Rental and Employee Services**

Ten (10) business days prior to an event, the group/organization will be responsible for paying the estimated fees associated with the facility rental and cost of the services as established in this exhibit. Possible charges include, but are not limited to, custodial, food service, field custodian, technology, parking, traffic control, security, and maintenance employee services. In addition, other services, such as equipment rental fees will also be charged to the group/organization and be payable ten (10) business days prior to the event. The prepaid estimate of charges (and deposit, if applicable) will be applied toward the final charges for the event.

Immediately following the event, the Special Events, Reservations, and Marketing Department will issue a final invoice for the balance owed. Payment will be due immediately upon receipt. The balance owed must be paid in full prior to the next event in a series taking place. Failure to make payment will result in denial of future use. In the event that the actual charges are less than the estimate (and deposit, if applicable), the group/organization will be reimbursed the difference no later than 30 days following the use of the facility. Premium rates will be charged for employee service fees at all facilities on designated holidays as specified in this exhibit.

### **Employee Services**

In addition to facility rental fees, the fees for employee services are billed for a minimum of three (3) hours at the following hourly rates:

▪ Event Supervisor	\$30.00
▪ Natatorium Supervisor	\$25.00
▪ Custodians	\$30.00
▪ Food Service Employees	\$30.00
▪ Security	\$30.00
▪ Police Officers	\$50.00
▪ Maintenance Employees	\$35.00
▪ Technicians	\$30.00
▪ Lifeguards	\$15.00
▪ Nurses	\$35.00
▪ EMT services are provided by the city of Katy and will be billed at the rate set by the city of Katy	
▪ Other employee services as required by the event	

All employee service hours worked after the three-hour minimum will be billed in fifteen-minute increments based on the full-hour rate as listed above.

### **Staffing Information**

- The Special Events, Reservations, and Marketing Department will determine the minimum number of staff members necessary based on the type of activity and the anticipated number in attendance.
- Rental of a kitchen, including the use of serving lines only, requires staffing by at least one KISD Food Service employee.
- Groups reserving outside athletic facilities in enclosed areas may be required to pay for an event supervisor to turn lights on and off, unlock gates, restrooms, and concession stands as appropriate. This individual will also serve as a contact in addressing concerns or problems that may arise during the rental period.
- Clients may provide additional labor, but it does not supersede or replace the requirements stated above.

### **Designated Holidays and Non-instructional Day Use**

District facilities will be closed on the following designated holidays unless permission is granted by the Special Events, Reservations, and Marketing Department:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day (July 4 and specified weekday, if applicable)
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

If permission is granted for use, all employee service hours worked on designated holidays will be billed at holiday premium rates equivalent to two times the rate specified as employee fees above.

District facilities operate with a regular staff and schedule on the instructional days designated on the District's instructional calendar. On non-instructional days, access to facilities may be limited due to changes in custodial hours and staff on these days.

### **Food/Catering**

All arrangements and requirements for food and beverages being prepared and/or served in District facilities must be made and met in advance of the event. A waiver to the District's food and beverage requirements may be obtained in some instances and a fee may be assessed for this option. Catering fees will be determined by the Food Service Department based upon menu selection.

### **Parking and Security**

The District reserves the right to charge a parking fee for special events and to determine when officers are necessary for traffic control.

### **Effective Date**

Any changes in fees (for facility rental, employee services, and/or equipment) will become effective for facility reservations occurring on or after August 1, 2011. Fees for new items will become effective immediately. Fees for facility reservations made prior to the revision date of this exhibit will be based on the fees in place at the time the reservation was confirmed or the contract signed.

### **Prohibitions**

The District shall have the authority to prohibit any performance, activity, exhibition, or entertainment that is deemed to be indecent, obscene, immoral or in any manner publicly offensive. Groups/organizations that are known to have a history of or propensity for such prohibited types of activities will be prohibited from renting facilities.

Use, possession, or storage of any pesticide or herbicide on any Katy ISD property is prohibited as required by law. Violating any federal, state or local laws or regulations may result in forfeiture of future activities on school property.

Use, sale, or possession of alcoholic beverages, illegal drugs, pyrotechnics (including fireworks), weapons, and firearms, and the use of tobacco products on District property will not be permitted. No firearms, including concealed handguns, will be permitted on District property without specific authorization from the Director of Public Safety and/or the General Manager of Facilities. [See GKA (REGULATION) for additional information.] Violators shall be prosecuted to the fullest extent of the law. Evidence of any violation of federal, state, or local laws during the use of a District facility shall be cause for suspension of privileges of such use.

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 signage shall be submitted for review to the Special Events, Reservations, and Marketing Department prior to posting.