

Katy Independent School District
Facility Reservation Request

Facility/Campus		Room(s)/Location(s)	
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		Start time (including setup)	End time (including cleanup)
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	
Number in attendance (approximate)	Email Address	Drivers License Number	
Reason for facility use			
List any special equipment (tables, chairs, etc.) needed. 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 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 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 days prior to an event.

Signature of Sponsor	Printed Name of Sponsor	Date
Signature of Principal/Administrator	Printed Name of Principal/Administrator	Date

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

FOR INTERNAL USE ONLY			
Confirmation Sent to Contact Person	Reservation #	Insurance	Date Paid
Signature of Facility Coordinator		Printed Name of Facility Coordinator	Date