



**Performing Arts Centers
(PAC)
Reservations Procedures and
Facility Use Guidelines**



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Performing Arts Centers (PAC) Reservations Procedures and Facility Use Guidelines

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Or contact the campus and ask to speak to the Campus PAC Manager:

Cinco Ranch High School	281-237-7000
Katy High School	281-237-6700
Mayde Creek High School	281-237-3000
Morton Ranch High School	281-237-7800
Taylor High School	281-237-3100
Seven Lakes High School	281-237-2800

Section I
PAC Facility Reservation Procedures

PAC FACILITY PROCEDURES AND RESERVATION GUIDELINES

PAC FACILITY RESERVATION PROCEDURES

The following information has been developed to assist groups/organizations considering rental of a Performing Arts Center (PAC). The proper procedures/guidelines for submitting, filling out, and reserving the PAC facilities successfully are outlined in this packet. Please read carefully and follow all guidelines.

In addition to the PAC procedures/guidelines, groups/organizations must also follow the requirements and procedures outlined in Board Policy and Administrative Regulations at GKD.

Rental fees will be charged based on the group/organization's classification type, the Rental Level (1 or 2), and employee service charges as applicable. The Katy ISD Special Events and Reservations Department will notify the group/organization of the final charges following the event. Payment will be due immediately upon receipt of the final billing.

PAC Facility Rental Fees and Description:

Level 1: \$1,000.00 for first 3 hours, \$125.00 each additional hour. This cost includes one custodian. (Three-hour minimum)

Use of center will include stage apron (in front of main curtain), house lights, and single microphone with stand, lobby and restrooms. PAC technical support students' fees are not included in the original cost and are charged at a rate of \$10.00 per hour per student technician. Campus PAC Manager's fees are not included in the original cost and are charged at a rate of \$120.00 for the first three hours each day with additional hours charged at \$40.00 per hour.

Level 2: \$2,000.00 for first 3 hours, \$250.00 each additional hour. This cost includes one custodian. (Three-hour minimum)

Use of center will include all Level 1 facilities, stage lighting, stage, dressing rooms and ticket booths. PAC technical support students' fees are not included in the original cost and are charged at a rate of \$10.00 per hour per student technician. Campus PAC Manager's fees are not included in the original cost and are charged at a rate of \$120.00 for the first three hours each day. Additional hours are charged at \$40.00 per hour.

The charges described at each level are minimum charges. Additional facility use hours or portions of hours will be charged at full-hour rates only. Additional custodial services will be charged at \$30 per hour per custodian. Certain activities requiring security will be charged \$35.00 per hour per officer with a three-hour minimum. Each Katy ISD department required to support the event in the PAC will determine the minimum number of staff member's necessary based on the type of activity and the anticipated number in attendance.

Non-Katy ISD groups must furnish a \$500.00 property/performance deposit in order to officially confirm the reservation after the Consultation Session. This deposit, **payable to Katy ISD**, is due upon confirmation of availability and will be applied toward the final charges for the event. If an event is cancelled less than two weeks in advance, the deposit will not be refunded and the group/organization will be charged a minimum technical cancellation fee of \$30 per student technician scheduled for the event. All groups renting the facility must designate a "Contact Person" who will be responsible for ensuring the proper care of the facility.

Procedures for all Katy ISD Groups (other than school-sponsored home campus groups) and Non-Katy ISD Groups:

1. All Katy ISD groups (other than school-sponsored home-campus groups) and non-Katy ISD groups should contact the Special Events and Reservations Department to initiate PAC facility rentals. (Phone reservations cannot be accepted.) Groups/organizations must submit a *PAC Reservation Form* (Exhibit A) to initiate rental of a PAC facility within the following timeframes:
 - Katy ISD groups must submit requests at least three (3) **weeks** in advance.
 - Non-Katy ISD groups must submit requests at least three (3) **months** in advance.

Upon submission of the *PAC Reservation Form*, the General Manager of Facilities or designee will determine the group/organization's classification type and check the calendar scheduling system for facility availability. If there is not a confirmed conflict, the group/organization's Contact Person is notified that the *PAC Reservation Form* will be forwarded to the appropriate Campus PAC Manager, and an e-mail will be sent to the Campus PAC Manager to make him/her aware that a request is coming.

2. When the Campus PAC Manager receives the *PAC Reservation Form*, he/she will determine whether the facility and technician support crew is available for the requested date(s). If the PAC is available, a Consultation Session with the Contact Person will be set up by the Campus PAC Manager within a few days to determine the specific needs of the group/organization. (The fee for this consultation time will be added to the cost of any technical support fees at the rate of \$40.00 per hour. The Consultation Session will include a tour of the facility, explanation of technical equipment and support services available, as well as the technical requirements—sound, lighting, cue sheets—so that the Contact Person and PAC Manager can determine the desired services.) The Campus PAC Manager and the Contact Person will complete the *PAC Rental/Technical Services Request* form (Exhibit B) at this time. If after the Consultation Session the Contact Person chooses NOT to rent the PAC facility, the Special Events and Reservations Department will bill the group/organization for the consultation fee. (The Campus PAC Managers take time outside of their teaching/production schedules to conduct the Consultation Session.)
3. After the Consultation Session with the Contact Person, the Campus PAC Manager will review the *PAC Rental/Technical Services Request* form to determine the number of PAC-trained student technicians necessary to meet the needs of the event and the availability of the technicians. (See Section III – Technical Services—Event Usage Levels.)
4. The Campus PAC Manager and campus principal will then accept, request revision, or reject the request based on facility and technical support availability, the Scheduling Priority Code (see Section IV – Performance Scheduling), as well as calendar conflicts. The *PAC Reservation Form* and *PAC Rental/Technical Services Request* forms will be sent to the Special Events and Reservations Department via interoffice mail within one (1) working week of receipt.
5. After the Special Events and Reservations Department receives the *PAC Reservation Form* and *PAC Rental/Technical Services Request* forms, the Contact Person will be notified of the estimated charges for the event. If the fees are acceptable to the Contact Person, the facility reservation/rental will be confirmed; however, the deposit, payable to Katy ISD, must be received in order to officially confirm the reservation. If declining use, the Campus PAC Manager's consultation fee will be billed to the group/organization. The Special Events and Reservations Department will receive the required deposit, input confirmed reservations into the system, and contact the Campus PAC Manager to confirm input of reservation. **The confirmation can be accomplished through e-mail or telephone communication.**
6. When a reservation is confirmed, the Campus PAC Manager will notify the Contact Person to schedule a Pre-Event Program Review to discuss specific technical requests and review the rehearsal/performance schedule for the group. (The Contact Person should bring the *PAC Rental/Technical Services Request* form with all technical requests to the Pre-Event Program

Review.) A copy of the program for the event should be given to the Campus PAC Manager at this meeting. The Pre-Event Program Review should take place no later than one week before the first rehearsal date.

7. Proof of insurance, if applicable, is due at least two (2) weeks in advance of the event.
8. Any sound/audio materials (audio or video cassettes/tapes, CDs, etc.) should be provided to the Campus PAC Manager a minimum of one day (24 hours) in advance of the event to facilitate quality and sound checks prior to production. A back-up copy of each item should also be provided. Each item should be clearly labeled with track, start/end time, etc.
9. A Pre-Event Inspection will be conducted by the Campus PAC Manager and Contact Person immediately before occupancy of the facility by the group. A Post-Event Inspection will take place immediately following the event or anytime within 24 hours of final strike depending on the timeframe of the next scheduled facility rental. **The purpose of the initial inspection is to determine the condition of the facility prior to occupancy by the group and while the later is to ensure that the facility has been returned to its pre-event condition. All components of the performance (sets, props, costumes, etc.) must be removed prior to the conclusion of the rental period(s).**
10. The Special Events and Reservations Department will notify the group/organization of the final charges following the event. Payment will be due immediately upon receipt of the final billing. The deposit will be applied toward the final charges for the event. If an event is cancelled less than two weeks in advance, the deposit will not be refunded and the group/organization will be charged a minimum technical cancellation fee of \$30 per student technician scheduled for the event.
11. No outside technicians are to be in control of any equipment in any Katy ISD performing Arts Center.

Procedures for School-Sponsored Home-Campus Users:

All PAC reservations for school-sponsored home-campus activities must be made in accordance with the following procedures:

1. A *PAC Reservation Form* should be submitted to the Campus PAC Manager a minimum of three (3) weeks prior to a scheduled event/rehearsal. The Campus PAC Manager will schedule a Consultation Session with the Contact Person to complete the *PAC Rental/Technical Services Request* form.
2. The Campus PAC Manager will review the *PAC Rental/Technical Services Request* form to determine the number of technicians required and availability.
3. The Campus PAC Manager and campus principal will then accept, request revision, or reject the request based on facility and technical support availability. The Campus PAC Manager will then notify the Contact Person of the decision. The Campus PAC Manager will notify the campus secretary of confirmed event dates in writing so that the dates can be entered on the school calendar of events. The Campus PAC Manager will also forward a copy of the *PAC Reservation Form* to the Special Events and Reservations Department so that the rental dates can be entered into the system.
4. When a request is confirmed, the Campus PAC Manager will notify the Contact Person to schedule a Pre-Event Program Review (walkthrough) to discuss specific technical requests and the rehearsal/performance schedule for the group. (The Contact Person should bring the *PAC Rental/Technical Services Request* form with all technical requests to the Pre-Event Program Review.) A copy of the program for the event should be given to the Campus PAC Manager at this meeting. The Pre-Event Program Review should take place no later than one week before the first rehearsal date.
5. Any sound/audio materials (audio or video cassettes/tapes, CDs, etc.) should be provided to the Campus PAC Manager a minimum of one day (24 hours) in advance of the event to facilitate quality and sound checks prior to production. A back-up copy of each item should also be provided. Each item should be clearly labeled with track, start/end time, etc.
6. A Pre-Event Inspection will be conducted by the Campus PAC Manager and Contact Person immediately before occupancy of the facility by the group. A Post-Event Inspection will take place immediately following the event or anytime within 24 hours of final strike depending on the timeframe of the next scheduled facility rental. **The purpose of the initial inspection is to determine the condition of the facility prior to occupancy by the group while the later is to ensure that the facility has been returned to its pre-event condition. All components of the performance (sets, props, costumes, etc.) must be removed prior to the conclusion of the rental period(s).**
7. No outside technicians are to be in control of any equipment in any Katy ISD Performing Arts Center.

School-affiliated home-campus groups such as booster clubs and PTO groups should follow the procedures for "All Katy-ISD groups (other than school-sponsored home-campus groups) and Non-Katy ISD groups because of fees and insurance requirements that may be applicable.

Please note that school-sponsored home-campus events should be scheduled (including rehearsal dates) as far in advance as possible to ensure availability. This step is necessary to confirm the availability of trained personnel to fulfill technical assistance requirements and to ensure on-campus meetings (such as those scheduled by the campus principals, counselors, or academic departments) will not result in a conflict.

Section II

Facility Use Instructions

FACILITY USE INSTRUCTIONS

The PAC facilities provide a valuable service to the campus, the District, and the community. In order to ensure that the facilities are properly maintained, it is important that all groups using the facilities assist in making sure that the guidelines outlined in this document are closely monitored and followed. The Contact Person should ensure that the Facility Usage Instructions are reviewed with all sponsors, chaperones, and performers prior to accessing the facility.

The **Contact Person will need to “check in” and “check out”** with the Campus PAC Manager each day that the facility is being used in order to open and close the facility.

I. General Instructions

1. All groups required to provide insurance as a condition of reserving a PAC facility are required to:
 - a. Submit a copy of the insurance at least two weeks in advance of the event or within the timeframe allowed by the Special Events and Reservations Department.
 - b. Provide a copy of the proof of insurance for the Contact Person to have at all times during the set up, run and strike of the program.
2. If approval is obtained for a District event during the school day, all students coming to the PAC must be accompanied by a teacher/administrator. An appropriate number of teachers/chaperones must be available to direct traffic, confiscate food and drinks before entering the lobby and seating areas, and maintain discipline of the students during the event.
3. PAC-trained student technicians will be allowed a 15-minute break for every three hours of rehearsal. **Please plan accordingly.**
4. It is the Campus PAC Manager’s responsibility to ensure that all sponsors, chaperones and other adults are aware that PAC-trained student technicians have a difficult job that includes overseeing the safety of everyone in the building and on stage. PAC-trained student technicians have the authority to restrict access to the control room, catwalks, and the stage as needed. PAC-trained student technicians will only take orders from the Contact Person, the Campus PAC Manager, and/or the Stage Manager (technical supervisor). If, however, a PAC-trained student technician is behaving inappropriately, contact the Campus PAC Manager immediately.
5. All PAC-trained student technicians on communication headsets will be talking with each other during events, getting instructions, or calling/receiving cues. Please only communicate with these technicians when the headsets are off unless there is an emergency. The Campus PAC Manager and/or Stage Manager will determine the use of this clear-com system.
6. **The PAC-trained student technicians will run all technical elements/equipment.**
7. The group/organization will be responsible for setting up any special items used. The Campus PAC Manager, Stage Manager and PAC-trained student technicians will only be responsible for setting up items that have been requested in advance.
8. Because of safety standards, students under the age of 18 on stage for rehearsal, set up, or performance must have an appropriate number of adult chaperones based on the number of performers.
9. The group/organization is responsible for the distribution of event programs. A minimum of two door monitors for each of the four entrances to the seating area is recommended.
10. **No food or drink will be allowed into the PAC area at any time. It will be the responsibility of the group or organization using the PAC to monitor and enforce this at all times.**

Remember, the group/organization using the PAC will be responsible for all damages that are caused by persons in attendance at the scheduled activity.

11. Feet and shoes should be kept off of the back and seats of the house audience chairs at all times.

II. General Sound Instructions

1. It is recommended that all performances utilizing playback (pre-recorded) music have selections recorded on a continuous performance CD/Tape (with tracks/time cues) and provide an additional back-up copy of the music.
2. All sound cues/effects tapes or CD's should be clearly labeled with track, start/end time, and side to be played. These materials should be given to the Campus PAC Manager a minimum of one day (24 hours) in advance of the event to facilitate quality and sound checks prior to production.
3. The PAC Manager and/or Stage Manager (technical supervisor) should make certain that performers are aware of proper microphone use:
 - a. Do not tap or blow into any microphone to check it. This can cause damage to the microphone. Speak with a normal voice.
 - b. Never carry a microphone by the cable.
 - c. Wireless microphones are fragile and expensive. Take extreme care when using.
 - 1) Secure transmitter securely to the performer.
 - 2) Do not carry transmitter by the microphone cable.
 - 3) Make sure transmitter switch is in the "on" position. If it is off, the sound operator has no control of the microphone.
 - 4) Check wireless microphone in and out from stage manager/PAC manager.
4. All performers/people that will be using a microphone need to be available 45 minutes before the start of the program to do microphone/sound checks.
5. If using the PAC wireless microphone system, outside groups will be required to bring their own nine-volt batteries (two batteries for each microphone).

III. Stage Instructions

1. No food or drink will be allowed on stage. The exception will be for food used onstage as part of a performance. The group/organization will be responsible for thoroughly cleaning up any food dropped, spilled, or left on and off stage after each rehearsal/performance and during strike (meeting Campus PAC Manager approval).
2. No items from a previous performance/event shall be left on stage, in storage, in dressing rooms, shop or other PAC area after strike. All items must be removed during the strike period. Any item left after strike will be disposed.
3. Any scenery, signage, lighting hung from the fly system will need to be hung and removed by PAC-trained student technicians and trained faculty members. Each batten will be returned to a neutral balance.
4. Nailing, screwing, or stapling of decorations/scenic elements shall not take place without PAC manager approval and supervision. **Nothing shall be nailed, screwed, stapled or taped to the stained portion of the stage floor/apron!!!!** All holes must be properly plugged after the event which may lead to additional charges being assessed to user.
5. **No decorations shall be pinned/stapled/taped to any of the stage draperies/curtains.**
6. Performers are not to touch the stage draperies. The natural oil in hands can damage the curtains, and shorten the life of the flame-retardant chemicals in the curtains. **These instructions**

are extremely important for the white cyclorama. It is very expensive. Keep performers/etc. from touching or marking on it.

7. Use the outside/back hallway for all cast member entries/exits to the stages.
8. Access to all above-stage grid areas is restricted to PAC-trained student technicians only. Unauthorized personnel are not allowed in these areas and will be asked to leave the PAC stage area immediately for violating this rule. Disciplinary action may be taken, if appropriate.
9. **Do not tamper with or block the emergency/fire protection equipment on stage (fire curtain release, manual smoke door release, fire extinguishers, emergency exits).**
10. All technical support elements, e.g. stage manager's light, sound, and intercom controls, are to be used only by PAC-trained student technicians or trained faculty members.
11. No scenery, props, furniture shall be left in the proscenium opening, before, during or after a performance. This will prevent the fire curtain from completely lowering to the ground during a fire.
12. The use of special effects (smoke, fog, mist, rain, and lasers) shall not be used unless approved by Campus PAC Manager.
13. The use of pyrotechnics, any flame, candles, matches, etc. on stage is prohibited unless written approval has been obtained from the local Fire Marshal and supervised by the PAC manager. Approval from the Fire Marshal for the use of such items must be requested by the Katy ISD Special Events and Reservations Department.
14. Liquid combustibles, such as kerosene, lamp oil, gasoline, etc., are strictly prohibited for use on stage or in storage in the PAC unless stored in the appropriate storage cabinet for flammable liquids.
15. Groups are restricted to officially reserved areas and are restricted from access to any other non-reserved portions of the stage and facility.
16. Do not touch or tamper with motorized lighting batten control panels. These are to be used by PAC-trained student technician and/or trained faculty members only.
17. Sponsors, faculty, and/or responsible parties for any group, class, organization in the PAC will take full responsibility for the behavior of those in attendance, and will be held responsible for damage due to misuse, unauthorized use, and vandalism by their group, class, organization, or audience.

IV. General Dressing Room Instructions

1. Dressing rooms must be cleaned and left in an orderly manner after each rehearsal/performance and during the group's strike. All areas must be cleaned.
 - a. Counters wiped down with cleaner.
 - b. Mirrors to be cleaned with glass cleaner.
 - c. Floors swept.
 - d. Sinks and showers cleaned of all makeup, hair color, and body dirt.
 - e. All water from sinks and showers to be mopped up from the floor.
2. Shower curtains are to be kept closed while the shower unit is in use.
3. Remove all personal grooming items from the sink and shower area after each rehearsal/performance and during strike.

4. Remove all makeup, makeup waste, makeup kits, personal grooming items, costumes and general trash from the dressing room after each rehearsal/performance and during strike.
5. Do not attach any items to the mirrors or the walls while in the dressing room.
6. No candles incense, or tobacco products are allowed in the dressing room.
7. Do not remove or tamper with makeup mirrors/lighting or electrical outlets.
8. Do not plug more than one hair dryer, curling iron or hot roller unit into a single outlet plate.
9. Do not remove any chairs or furniture from the dressing room for any reason.
10. Do not use makeup mirror lights as general lighting. Use the available fluorescent lights.
11. Do not remove any PAC/Theatre Department property from the dressing room.
12. Each group is responsible for supplying their own body or face towels for the dressing rooms, and removing and washing such items. Any towel or item left in the dressing room after strike will be held for only one week prior to disposal.

V. Lobby Instructions

1. The lobby must be monitored at all times by chaperones or members of the group/organization.
2. No decorations may be taped or affixed to any surface in the lobby unless approved by the Campus PAC manager. There is a small display case for posters, signs, etc. that may be used.
3. The Contact Person responsible for the event is to see that all programs, brochures, etc. pertaining to group's event are cleared from the lobby area (including Box Office area) after event.

VI. General Scene Shop Instructions (Home Campus Use only – these areas not available for use by Non-Campus groups)

1. Specific Scene Shop rules may be established by the Campus PAC Manager and approved by the campus principal. These rules must be followed by all shop users. "Specific Scene Shop Rules" must be followed at all times. Any person failing to abide by these rules will be subject to removal from the Scene Shop and/or disciplinary action, if appropriate. Scene Shop rules are to be followed in addition to all guidelines in this section.
2. Scene Shop tools and equipment are to be used by PAC-trained student technicians, Campus PAC Manager, and trained faculty. Untrained and/or unsupervised students and adults will not have access to any tools or equipment.
3. All Scene Shop tools and equipment must be checked out by the Campus PAC Manager and returned in safe working order.
4. Any tool saw blade, drill bit or other piece of Scene Shop equipment damaged or broken must be reported and tagged for safety reasons. The Campus PAC Manager must be notified ASAP.
5. It is the responsibility of the group/organization to pay for the satisfactory repair or replacement of any piece of Scene Shop equipment broken, damaged, missing, mishandled, or abused by individuals associated with the approved group/organization.
6. Any scenery, props, furniture stored in the Scene Shop must not interfere with movement/safety in that area. Do not block entrance and exit doors.

7. The Scene Shop is a classroom during the school year, therefore:
 - a. All lumber/hardware storage areas must be cleaned and excess materials and hardware removed before and/or during strike.
 - b. Scene Shop area must be cleaned (all dust swept, sinks cleaned, worktables cleaned, tools returned to proper storage, trash disposed, etc.) before final strike.
 - c. Any group/organization leaving the Scene Shop unclean will be responsible for paying for custodial services at \$30.00 per hour per custodian.
 - d. These are not permanent storage areas.
8. Materials needed, such as lumber, paint or hardware of any kind, are the responsibility of the group/organization reserving the PAC. The PAC does not supply these items.
9. The use of aerosol paints in the shop is prohibited. The use of aerosol paints in the loading dock area requires Campus PAC Manager approval.
10. Any flammable chemicals (stain, lacquers, turpentine, lacquer thinners, paint thinners, linseed oil, lubricants, etc.) must be stored in OSHA-approved containers and in the appropriate storage cabinet for flammable liquids. All materials in the cabinet must be removed and disposed of properly during group/organizations strike time. **Do not pour these materials into the sinks!!!**
11. All fabric materials soaked or saturated with flammable liquids must be properly disposed of using OSHA-approved containers.
12. Do not remove PAC Scene Shop tools and equipment from the PAC facility. Tools and equipment may be used on stage with the permission of Campus PAC Manager.
13. When working with tools/equipment in the Scene Shop, all doors leading to the stage must be closed. Only doors from Scene Shop area to the outside may be opened.
14. All general lighting, electrical tools and appliances must be turned off and returned to their proper place before leaving the PAC.
15. All dust/shop vacuum and air filtration systems must be turned off before leaving the PAC.
16. All dust/shop vacuum bags must be emptied at the end of each day (or sooner).
17. All air filtration filters need to be inspected, cleaned/replaced before leaving the Scene Shop at the end of the day.
18. All interior doors and exterior doors to and from the Scene Shop/storage areas need to be closed and locked at the end of the workday.
19. No food or drinks will be allowed in the Scene Shop areas or adjacent to PAC equipment/tools. All food and drinks must be consumed outside the Scene Shop area. All food/drink trash must be properly disposed of in specific waste containers marked "For Food Waste Only."

No power tools are to be plugged in at outlets adjacent to sinks.

Section III
Technical Services
Event Use Levels

TECHNICAL SERVICES – EVENT USE LEVELS

Based on the complexity (or lack thereof) of various events, it is necessary to determine which types of events require rehearsal time. The amount of rehearsal time needed to insure a safe working environment and efficient production experience for both the group/organization and the PAC-trained student technicians is based on the level of the event. All rehearsal schedules (campus and non-campus groups) must be coordinated and scheduled through the Campus PAC Manager. Compensation for PAC-trained student technicians will be invoiced to the group/organization as per Katy ISD policy. **The group/organization must provide a minimum of four (4) ushers for the event to prevent food and beverage from entering the PAC and to insure proper audience behavior and care of facilities.**

(Note to home-campus groups: PAC-trained student technicians will be provided by the campus if requested and available. Compensation for time and services provided by PAC-trained student technicians to campus groups will be determined by the campus where the PAC is used.)

The rehearsal and technical requirements, by level, are as follows:

Level A – No technicians required during event, no rehearsal

- Use of two microphones (maximum)
- General house lighting presets
- Non-moving curtains

Level B – One to two technicians required during rehearsal and event, one rehearsal

- Use of more than two microphones
- Lighting changes or reprogramming of general lighting presets
- Traveling curtains (side-to-side)

Level C – Two to four technicians required, minimum of two rehearsals

- Use of more than two microphones
- Lighting changes requiring technician on general lighting presets
- Traveling curtains
- One - two CD/cassette recorded sound cues (a “sound cue” constitutes starting and stopping of a sound effect, song, etc.). The group/organization must provide pre-recorded sound cues on one CD or cassette, in order of playing, prior to the first rehearsal. This should be accompanied with a “cue sheet” noting the scheduling of the various sound cues in the performance. Sound technicians are not responsible for providing, editing, or creating the sound cue recordings.
- One video cue

Level D – Four to six technicians required, minimum of four rehearsals

- Use of more than two microphones
- Lighting technician on light board throughout rehearsals/performances
- Two sound technicians required for microphones and sound cues
- Traveling curtains
- More than one video cue
- Stage manager required at this level for direction and coordination of all technical components

Level E – Six to ten technicians required, minimum of six rehearsals (one full week)

- All components listed at “Level D” above, plus operation of fly rigging system and/or follow spotlight(s)

Level F – More than ten technicians required, minimum of ten rehearsals (two full weeks)

- All components listed at “Level D” and “Level E” above, plus:
- Any hanging/focusing of special lighting instruments
- Sound recording
- Use of special effects, such as smoke, fog, mist, rain and/or lasers, etc.
- Use of specialty microphones

At all levels, the group/organization is required to clear all personal effects from all areas immediately following the event. Total set strike must be completed no later than 24 hours after start time of last performance.

Section IV

Performance Scheduling

PERFORMANCE SCHEDULING

Use of PAC facilities will be limited by the Katy ISD current facility use policy and any previously scheduled events. During the school day, PAC facilities will not be available for non-Katy ISD events. The Scheduling Priority Codes (listed below) controls the hierarchy of performances only. Rehearsals are scheduled on a tentative basis. All high school performing arts directors and campus administration will have local campus meetings in late April/early May to outline their campus schedules for the upcoming year. Beginning **July 1**, new requests may be submitted from the local high school campus and Katy ISD. Non-Katy ISD groups will be allowed to submit requests and deposits as of August 1, but will not be scheduled until September 1. Any and all dates requested after August 31 are scheduled on a first-come, first-served basis. Non-Katy ISD groups must submit requests three months prior to the performance requested. Depending upon the level of the request, non-campus groups may not have access to the PAC until November 1. **The delay is needed to allow time for the technical theatre students to acquire the knowledge and skills needed to perform technical theatre aspects of production, including personal safety and proper use of equipment. The three-month window for reservations of non-campus groups allows for determination and confirmation of the required number of PAC-trained student technicians for the event to be done properly.**

Scheduling Priority Code

- 1 Campus High School Performing Arts Contests or Competitions** that involve UIL, TMEA or an equivalent at the district, area, or region level
- 2 Campus High School Performing Arts Performances** (theatre, choir, band, orchestra and dance)
- 3 Festivals or Clinics** that involve one High School Performing Arts department and at least three (total) schools
- 4 Junior High Fine Arts Performances/Competition** that involve UIL, TMEA or equivalent, involving four or more schools
- 5 Campus High School Administrative Events** (counselors, principal, other departments). Dates will be assigned scheduling priority by the campus principal
- 6 Campus High School “School-wide” Organizations** (athletic awards, NHS induction, etc.). Dates will be assigned scheduling priority by the campus principal
- 7 District-wide Performing Arts Performances** that involve one High School Fine Arts Department program and at least one “feeder” program
- 8 High School Organizations** (student organizations, boosters, etc.)
- 9 Junior High Fine Arts Performances** not related to UIL, etc., involving four or more Junior High campuses (remember, there are four PAC facilities in the district)
- 10 Single-Campus Junior High Fine Arts Performances**
- 11 District-wide Junior High Administrative Events**
- 12 Single-Campus Elementary Fine Arts Performances**
- 13 District-wide Elementary Administrative Events**
- 14 District-wide Non-Fine Arts Activities** (staff development, meetings, etc.)
- 15 Non-Katy ISD Events** (outside performing groups, meetings, etc.)

Section V
PAC Reservation Form

Katy Independent School District Performing Arts Center (PAC) Reservation Form

All events must comply with current Katy ISD facility use policies, guidelines and restrictions. Availability of the Performing Arts Center (PAC) may be limited by previously scheduled events. The **PAC** will not be available for use during the day for nonschool-related activities. **All Katy ISD groups and Home-Campus Groups must submit this form at least three (3) weeks in advance of the first date of requested use. Non-Katy ISD groups must submit this form at least three (3) months in advance of the first date of requested use.**

Return this completed form to the Katy ISD Special Events and Reservation Department to initiate rental of a PAC facility. The group/organization must designate a "Contact Person" who will be responsible for ensuring the proper care of the facility. In order to reserve the facility, non-Katy ISD groups must furnish a required deposit. The deposit, **payable to Katy ISD**, will be refunded after the event minus any charges for additional use, maintenance or repair. The estimated cost for rental (including costs for technicians, custodians, etc.) must be paid in advance of the event. Rental fees will be charged based on the group/organization's classification type, the Rental Level (1 or 2), and personnel charges as applicable. Rental fees will be charged if the event is canceled less than two weeks in advance. Groups/Organizations will only have access to services designated on the *PAC Rental/Technical Services Request* form which will be completed by the Contact Person and the Campus PAC Manager during a Consultation Session. Groups/Organizations should not assume that additional services, rooms, times, or dates can be provided after this event has been approved.

Location of PAC Facility:			
<input type="checkbox"/> Cinco Ranch High School	<input type="checkbox"/> Mayde Creek High School	<input type="checkbox"/> Taylor High School	
<input type="checkbox"/> Katy High School	<input type="checkbox"/> Morton Ranch High School	<input type="checkbox"/> Seven Lakes High School	

Group/Organization Information			
<input type="checkbox"/> PAC Home-Campus Group	Group/Organization	Campus, if applicable	
<input type="checkbox"/> Katy ISD Group			
<input type="checkbox"/> Non-Katy ISD Group			
Address		City	Zip
Contact Person (Sponsor)	Work Phone	Home Phone	Mobile Phone
Fax Number		E-mail	

Event Name		Number of Expected Attendees	
Will there be an admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount	
Please check desired level for PAC rental.			
<input type="checkbox"/> Level 1 Rental: Stage apron (in front of main curtain), house lights, Single microphone with stand, lobby and restrooms. Limited to community groups and religious organization		<input type="checkbox"/> Level 2 Rental: All Level 1 facilities, stage lighting, stage, dressing rooms and ticket booths.	
Requested Event Date(s)	From	<input type="checkbox"/> AM <input type="checkbox"/> PM	To <input type="checkbox"/> AM <input type="checkbox"/> PM
Alternate Event Date(s)	From	<input type="checkbox"/> AM <input type="checkbox"/> PM	To <input type="checkbox"/> AM <input type="checkbox"/> PM
Additional Set-up Date	From	<input type="checkbox"/> AM <input type="checkbox"/> PM	To <input type="checkbox"/> AM <input type="checkbox"/> PM
Requested Rehearsal Date(s)	From	<input type="checkbox"/> AM <input type="checkbox"/> PM	To <input type="checkbox"/> AM <input type="checkbox"/> PM

Group/Organization's Agreement

As the officially designated Contact Person for the group/organization named below, I understand that failing to comply with Katy ISD PAC guidelines and restrictions may result in the loss of future building privileges. Upon completion of the Consultation Session and determination of the technical services necessary for the event, I understand that an estimated cost of the event will be determined and communicated to me as the Contact Person for the group/organization. A deposit is required along with this application and the estimated cost for rental (including costs for technicians, custodians, etc.) must be paid in advance of the event. I also understand that the group/organization will be responsible for the replacement/repair of any PAC equipment due to accidents, misuse, neglect, and/or vandalism on the part of any individual associated with the group/organization. I have read and understand the Katy ISD PAC guidelines/restrictions and will abide by and help in the enforcement of said guidelines/restrictions.

Contact Person's/Sponsor's Name	Signature	Date
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FOR OFFICE USE ONLY			
Campus PAC Manager		Phone	Fax
Copy to: Campus PAC Manager Contact Person Katy ISD Special Events & Reservation Department		Classification Type	Date Received

Section VI

PAC Rental/Technical Services Request

Katy Independent School District Performing Arts Center (PAC) Rental/Technical Services Request

Page 1 of 2

Part One

Upon completion of this form, staple a copy of this form to the *PAC Reservation Form*.

Location of PAC Facility:					
<input type="checkbox"/> Cinco Ranch High School	<input type="checkbox"/> Mayde Creek High School	<input type="checkbox"/> Taylor High School	<input type="checkbox"/> Katy High School	<input type="checkbox"/> Morton Ranch High School	<input type="checkbox"/> Seven Lakes High School

Event Name			Number of Expected Attendees		
Will there be an admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No			Amount		
Requested Event Date(s)		From	<input type="checkbox"/> AM <input type="checkbox"/> PM	To	<input type="checkbox"/> AM <input type="checkbox"/> PM
Alternate Event Date(s)		From	<input type="checkbox"/> AM <input type="checkbox"/> PM	To	<input type="checkbox"/> AM <input type="checkbox"/> PM
Additional Set-up Date		From	<input type="checkbox"/> AM <input type="checkbox"/> PM	To	<input type="checkbox"/> AM <input type="checkbox"/> PM
Requested Rehearsal Date(s)		From	<input type="checkbox"/> AM <input type="checkbox"/> PM	To	<input type="checkbox"/> AM <input type="checkbox"/> PM

Level 1 Rental: Technical Services

Required Personnel:					
<input type="checkbox"/> Campus PAC Manager					
<input type="checkbox"/> Custodian [required at all non-campus events (outside groups)]					
<input type="checkbox"/> Security					
<input type="checkbox"/> Yes <input type="checkbox"/> No Podium		<input type="checkbox"/> Yes <input type="checkbox"/> No Podium Microphone			
<input type="checkbox"/> Yes <input type="checkbox"/> No Lobby Tables (3' x 6')		<input type="checkbox"/> Yes <input type="checkbox"/> No Microphones (up to four)			
If yes, number requested _____		If yes, number requested _____			
<input type="checkbox"/> Yes <input type="checkbox"/> No Projection Screen		<input type="checkbox"/> Yes <input type="checkbox"/> No Projector (if available)			
If yes: <input type="checkbox"/> Left side <input type="checkbox"/> Right side		If yes: <input type="checkbox"/> Left side <input type="checkbox"/> Right side			

Level 2 Rental: Technical Services

Masking/Rigging					
<input type="checkbox"/> Grand Drape		<input type="checkbox"/> Acoustical Ceiling		<input type="checkbox"/> Cyclorama	
<input type="checkbox"/> Projection Screen		<input type="checkbox"/> Borders		<input type="checkbox"/> Travelers	
<input type="checkbox"/> Hung/Flown Scenery		<input type="checkbox"/> Legs			
Briefly describe hung/flown scenery and give approximate weight:					
Lighting			Sound (show items positioned on stage using the basic stage diagram. All dependent on PAC inventory – to be done with Campus PAC Manager)		
<input type="checkbox"/> General Flood (10-15 area set-up)			<input type="checkbox"/> Microphone(s), number requested _____		
<input type="checkbox"/> Additions to area set-up (attach light plot)			<input type="checkbox"/> Microphone stand(s), number requested _____		
<input type="checkbox"/> Follow spot(s)			<input type="checkbox"/> Tape player		
<input type="checkbox"/> 1 OR <input type="checkbox"/> 2			<input type="checkbox"/> Onstage monitors: <input type="checkbox"/> 1 OR <input type="checkbox"/> 2		
			<input type="checkbox"/> Mini-disk		
			<input type="checkbox"/> Orchestra Shells		
			<input type="checkbox"/> CD Player		
			<input type="checkbox"/> Projector: <input type="checkbox"/> Slide OR <input type="checkbox"/> Video		
			<input type="checkbox"/> Speaker lectern With microphone: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Required Running Crew: (Final Crew number will be determined by the Campus PAC manager. Minimum of one crewmember needed for each area requested by the performing group. A fee of \$10.00 an hour per technician is assessed for all events.)					
<input type="checkbox"/> Stage Manager		<input type="checkbox"/> Follow Spot Operator(s) # _____		<input type="checkbox"/> Projectionist	
<input type="checkbox"/> Fly Crew # _____		<input type="checkbox"/> House Manager		<input type="checkbox"/> Light Board Operator	
				<input type="checkbox"/> ASM	
				<input type="checkbox"/> Sound Board Operator(s)	
Additional Notes (attach additional paper if necessary):					

Contact Person's/Sponsor's Name	Signature	Date
Campus PAC Manager's Name	Signature	Date

PART Two

For Office Use Only – To Be Completed by PAC Manager

Classification Type	Scheduling Priority Code	Date of Consultation Session
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<input type="checkbox"/> PAC Home-Campus Group <input type="checkbox"/> Katy ISD Group <input type="checkbox"/> Non-Katy ISD Group	Group/Organization	Campus, if applicable
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Estimated Number of technician's required	Estimated Number of hours per technician	Estimated Total technician's fees
Campus PAC Manager	Estimated Number of hours for Campus PAC Manager	Estimated Total Campus PAC Manager fees

PAC Home Campus Group or Katy ISD Group		Non-Katy ISD Group
Name of Administrator to Attend		Number of Adult Sponsors/Chaperones to Attend
Number of Teachers to Attend		Names of Key Adult Sponsors
Names of Key Teachers/Chaperones		

For Office Use Only – To Be Completed by Scheduling Coordinator

Date of Set Up/Rehearsal/Event	Estimated number hours	Actual start time of event	Actual end time of event	Actual hours

Number of Days of Rental	Estimated Number of Additional Hours	Estimated Total of rental fees
Estimated Number of custodians required	Estimated Number of hours per custodian	Estimated Total Custodial fees
Estimated Number of officers required	Estimated Number of hours per officer	Estimated Total Security fees

Estimated price for event		Actual price of event	
Date deposit received	Amount	Check number	
Date rental fee received	Amount	Check number	
Additional comments			

For Office Use Only – To Be Completed by Campus

Campus Principal's Name	Signature	Date
Campus PAC Manager's Name	Signature	Date

Copy to: Campus PAC Manager
 Contact Person
 Katy ISD Special Events & Reservation Department

Section VII
PAC Rental
Pre/Post Inspection Form

Katy Independent School District
Performing Arts Center (PAC) Rental Pre/Post-Inspection Form

Immediately prior to the group/organization taking possession of the PAC facility, the Campus PAC Manager and the Contact Person will conduct a Pre-Event Inspection to check all areas and equipment requested. A Post-Event Inspection will also be conducted no later than 24 hours after the final performance and strike, unless another rental takes place within that 24-hour period.

<input type="checkbox"/> PAC Home-Campus Group <input type="checkbox"/> Katy ISD Group <input type="checkbox"/> Non-Katy ISD Group	Group/Organization	Campus, if applicable
Event Name		
First Date of Rental		Strike Date

Level 1 Rental:

Condition/Number		Pre-event and post-event inspections should use the following "condition" descriptions: Good = Item(s) are in pre-rental condition. Queue = Item(s) are not in pre-rental condition (briefly describe problem in "Notes")	
Pre-Event	Post-Event		Notes
		Podium	Notes
		Podium Microphone	Notes
		Projector	Notes
		Projection Screens	Notes
		Lobby Tables/Chairs	Type
		Number	Notes
		Microphones/Cables	Type
		Number	Notes
		Stage Area/Stage Floor	Notes
		Stage Draperies	Notes
		Legs	
		Travelers	
		Cyclorama	
		Grand Drape	
		Auditorium Seating	Notes
		Section	
		Row	
		Chair #	
		Other Equipment	Notes

[Attach additional page(s) if necessary; indicate pre-/post-event, sign and date each page]

Level 2 Rental, if applicable:

		Male Dressing Room	Notes
		Female Dressing Room	Notes
		Backstage Area (hallways, "greenrooms," etc.)	Notes
		General Facility/ Supervision	Notes

[Attach additional page(s) if necessary; indicate pre-/post-event, sign and date each page]

Campus PAC Manager's Name	Pre-Event Signature	Post-Event Signature	Date
Contact Person's Name	Pre-Event Signature	Post-Event Signature	Date

Copy to: Campus PAC Manager
 Contact Person
 Katy ISD Special Events and Reservation Department

Katy Independent School District

Board of Trustees

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Superintendent
Alton Frailey

Chief Operations Officer
Thomas Gunnell

Area 1 Assistant Superintendent
Dr. Linda Menius

Area 2 Assistant Superintendent
Patricia Paetow

Area 3 Assistant Superintendent
Joe Kelley



Approved by and the Property of
Katy Independent School District
Special Events and Reservation Department