

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

USE OF SCHOOL
FACILITIES

The designated building and properties of the District may be available for rent to approved groups, organizations, and businesses under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board and this Administrative Regulation. Katy ISD does not rent facilities to individuals for private use.

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. As a general rule, school facilities will normally be available on days when school is not in session and after at least fifteen minutes has elapsed after the end of an instructional day.

All national, state, and local laws and rules of the police and fire department must be complied with by persons or organizations using District facilities.

Groups and organizations using District facilities are responsible for ensuring that all individuals attending the function stay within the areas of the facility that have been specifically reserved for their event. Failure to do so could result in groups not being able to use facilities.

RESERVING
FACILITIES

All groups and organizations considering reserving or renting a District facility must contact the Special Events, Reservations, and Marketing Department and submit the appropriate reservation request form 30 days prior to the requested event date. The Special Events, Reservations, and Marketing Department will determine the availability of the facility requested, type of employee services required to adequately accommodate the activity, and notify the group of confirmation and/or conflicts with the request. Fees for rental and employees services are specified in the appropriate exhibit, as follows:

1. Exhibit A: Campus Facility Rental and Related Fees;
2. Exhibit B: District-Wide Facility Rental and Related Fees Including Reservation Guidelines and Procedures (i.e. Education Support complex, Rhodes Memorial Stadium, L.D. Robinson Pavilion, and Morgan Rodeo Arena);
3. Exhibit C: Fine Arts and Performing Arts Centers (PAC) -- Facility Rental and Related Fees Including Reservation Guidelines and Procedures;
4. 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.);

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

5. Exhibit E: Legacy Stadium – Facility Rental and Related Fees Including Reservation and Guidelines (Community Rooms, Field, Locker Rooms, Press Box, etc.),
6. Exhibit F: Rhodes Stadium – Facility Rental and Related Fees Including Reservation Guidelines (Field, Locker Rooms, Press Box, etc.); and
7. Exhibit G: Aquatics Facilities – Facility Rental and Related Fees Including Reservation and Guidelines (Pool, Locker Rooms, Hospitality Rooms, Required Staffing).

The Facility Reservation Request(s) and appropriate reservation form (Exhibit H) shall be used for all reservations for areas addressed in Exhibits A, B, E & F and some areas in Exhibit C. The Performing Arts Centers and Leonard E. Merrell Center facilities addressed in Exhibits C & D may be reserved by completing the reservation forms at Exhibit I or J and Exhibit K respectively. Groups requesting rental of a Performing Arts Center (PAC), the Leonard E. Merrell Center, Legacy Stadium, Rhodes Stadium, or a Natatorium will be required to follow additional guidelines and complete various forms regarding these facilities.

For groups requesting rental of a Performing Arts Center (PAC), a procedures packet (Exhibit C) must be requested and followed, and a reservation form (Exhibit I or J) must be completed and submitted.

For groups requesting rental of the Merrell Center, a procedures packet (Exhibit D) must be requested and followed, and a reservation form (Exhibit K) must be completed and submitted. Upon confirmation of availability for the Merrell Center, the group or organization will be required to sign a rental agreement specifying the terms of use. In addition, forms regarding technical service requests (Exhibit L) will also need to be completed.

For groups requesting rental of an Aquatics Facility - Natatorium, a procedures packet (Exhibit G) must be requested and followed, and a reservation form (Exhibit M) must be completed and submitted.

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 exhibits at this code and this document, as applicable. For groups subject to usage fees, the fees for opening any facility are based on a minimum of three (3) hours. Charges for an event are assessed from the time the facility is opened for the event until it is cleaned and secured. The organizational sponsor or designated representative must be present until everyone has vacated the building except employee service personnel.

Facilities will not be rented or reserved for groups, organizations, and businesses with outstanding fee balances.

The Special Events, Reservations, and Marketing Department is authorized to approve the use of District facilities and is authorized to modify the start time for school facility use on days when school is in session if extenuating circumstances exist.

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 candles and 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.

ATHLETIC
FACILITIES AND
OUTDOOR AREAS

ATHLETIC
FACILITIES

Designated District athletic facilities (competition gyms, natatoriums, football, baseball, softball, and soccer fields) used for school UIL competition shall not be available for use by outside groups during the applicable sport's designated season including pre- and post-season play (without explicit permission from the Executive Director for Athletics). All groups and organizations are required to reserve available athletic facilities and/or fields, in advance, through the Special Events, Reservations, and Marketing Department. **Emergency situations may arise which may require exceptions and must have the approval of the Executive Director of Athletics and the Special Events, Reservations, and Marketing Department.**

Groups reserving the following designated athletic facilities may be required to pay additional fees for the personnel required for the venue, such as a District Event Supervisor or other specialized personnel.

The designated facilities include the following:

- Junior high gymnasiums
- High school gymnasiums
- High school natatoriums
- High school competition fields (with appropriate approval)
- High school practice fields (with appropriate approval)
- Student Activity Facility – Football Stadiums (with appropriate approval)
- High school baseball and softball fields

Tennis courts and tracks at junior high campuses and tennis courts at high school campuses are available for personal recreational use to patrons in the community, on a first-come, first-serve basis (no reservations are necessary) as long as the facilities are not being used by District students for school-related activities. Patrons should limit use to a maximum of one hour (when

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

others are waiting) to provide ample opportunities for other individuals to have access. These facilities may only be used for the purpose for which they are designed. Access may be restricted in cases of misuse or vandalism.

Natatoriums located at the High School campuses are available for rent by groups and organizations. A Natatorium Reservation Request form must be submitted to the Aquatics Coordinator, and are due on the 15th of the month prior to the reservation date. In addition to facility fees (Exhibit F), there may also be personnel fees for Lifeguards, Event Supervisor, etc.

The Timing System including the Console, Touch Pads, Computers, Printers, Starter, etc. are not available to renters. Renters are encouraged to bring in their own equipment. Access may be restricted in cases of misuse or vandalism.

OPEN AREAS,
FIELDS, OR
PLAYGROUND
AREAS –

ELEMENTARY

Outdoor areas on elementary campuses that are not fenced and gated or locked with a security device, and areas normally designated as playground areas may be used by the community on a first-come, first-serve basis (no reservation are necessary) as long as the facilities are not being used by District students for school-related activities. Unsecured areas do not require a District Event Supervisor to supervise. This includes the use of backstops, goals, and other equipment on the playgrounds provided that they are used properly and not abused. As a general rule, these outdoor areas will normally be available on days when school is not in session and after at least fifteen minutes has elapsed after the end of an instructional day. The organization is responsible for the supervision of students accessing these areas. The District has established a 10:00 pm curfew for open areas and playgrounds for nonschool-related use and has the authority to ask an individual or group to leave after 10:00 pm or at any other time based on inappropriate behavior/conduct. Access may be restricted in cases of misuse or vandalism.

JUNIOR HIGH

Outdoor areas on junior high campuses that are not fenced and gated or locked with a security device may be used by community members on a first-come, first-serve basis without making a reservation as long as the facilities are not being used by District students for school-related activities. Unsecured areas do not require a District Event Supervisor to supervise. This includes the use of backstops, goals, and other equipment on the fields provided that they are used properly and not abused. As a general rule, these outdoor areas will normally be available on days when school is not in session and after at least fifteen minutes has elapsed after the end of an instructional day. Organizations using these areas are responsible for the supervision of students accessing these areas. The District has established a 10:00 pm curfew for open areas and fields for nonschool-related use and has the authority to ask an individual or group to leave after 10:00 pm or at any other time based on inappropriate behavior/conduct. Access may be restricted in cases of misuse or vandalism.

HIGH SCHOOL

High school fields will not be leased to any outside group without explicit permission from the Special Events, Reservations, and Marketing Department. All groups and organizations are required to reserve designated athletic facilities and/or fields, in advance.

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

FIELD MARKINGS AND EQUIPMENT	Any field markings, painting, equipment, and/or porta-cans to be placed on District property must have prior approval of the Special Events, Reservations, and Marketing Department. [See GE (REGULATION) as applicable.]
MODIFICATIONS, FURNITURE, AND EQUIPMENT	<p>The alteration, modification, or enhancement of any District facility or grounds or the erection of any structure requires prior approval from the Special Events, Reservations, and Marketing Department to ensure that legal requirements in terms of quality, safety, and accessibility are met. [See GE (REGULATION) as applicable.]</p> <p>Furniture and equipment will not be moved from one building, or area of a building, to another unless authorized by the Special Events, Reservations, and Marketing Department.</p>
STORAGE	Katy ISD will not provide storage for any rental groups, organizations or businesses. No items may be left at a rented facility at the end of a rental.
FOOD AND BEVERAGES	<p>Groups, Organizations, and Businesses planning to serve or sell food or beverages on District property must follow District guidelines and arrangements must be made in advance of the event. The District's Food Service Department provides catering options at all facilities including the Merrell Center. 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 based upon menu selection.</p> <p>The use of a campus kitchen, including the use of serving lines only, requires approval from the Food Services Department and a minimum of at least one food service employee.</p>
POLICE OFFICERS	The District reserves the right to determine whether or not a facility user will be required to have police officers or security guards for their event. The required amount of police officers and/or security guards will be determined by the District. Katy ISD Police will coordinate and provide the required security, this will be an additional fee.
PARKING LOTS, PARKING AND TRAFFIC CONTROL	<p>Parking Lots at all school facilities are available for Community use after school hours and on weekends. If the use of the Parking Lot will involve 250 or more people, require restroom access, and/or need parking lot lights, the Special Events, Reservations, and Marketing Department should be contacted and a Facility Reservation Request should be submitted at least 30 days prior to the event date. A certificate of insurance must be provided and there will be fees for restroom access and/or parking lot lights. The Special Events, Reservations, and Marketing Department shall determine whether or not the event requires Katy ISD Police, a District Event Supervisor or other support personnel. Additional fees will apply.</p> <p>The District reserves the right to charge a parking fee for special events and to determine when Katy ISD Police Officers are necessary for traffic control.</p>
RESPONSIBILITY FOR DAMAGES	All groups, organizations, and businesses reserving or renting District facilities will be held responsible for any damages to District property during their use. The group, organization, or business using the building or facility will be

responsible for restoring the facility to its original and equivalent condition. The Executive Director of Maintenance and Operations or Special Events, Reservations, and Marketing Department has sole authority to make this determination. The Executive Director of Maintenance and Operations shall also have the authority to determine the amount and extent of damages to be assessed, if appropriate.

PRIORITY
CLASSIFICATION
FOR FACILITY USE

District facilities, when made available for use, will be based upon classification and priority of groups. Any agreement to reserve or rent a facility may be canceled by the District in favor of school-related activities should a conflict in schedule develop at any time. This will not apply to the Merrell Center. The District reserves the right to adjust or restrict the hours of use by any group or person in order to accommodate the greatest number of requests. Preference will be given to youth groups of the District and other groups whose membership contain the largest percentage of District residents.

In addition to the classification code specifications, District program priorities, fees for usage and employee services, and special requirements related to deposits, cancellation, concessions, etc. at the Performing Arts Centers (PAC) and Leonard E. Merrell Center (LMC), and Natatoriums are specified in the exhibits in the Administrative Regulation in this code.

For clarification purposes in this regulation and the corresponding exhibits, the term "Katy ISD group" is defined as school groups such as athletic teams, National Honor Society, and other school-related groups. A "non-Katy ISD group" is defined as all other groups regardless of classification.

No Katy ISD facility shall be rented to an individual, rentals are strictly for organized groups, chartered organizations, and businesses.

Classification A: First priority for use of any facility shall be given to the established programs of the District (school-sponsored or District-related activities). This classification shall be exempt from charges. Campus administrator approval is required for intra-district use of a campus or support facility before a request is granted by the Special Events, Reservations, and Marketing Department.

Classification B: Second priority shall be given to district and/or school affiliated organizations (such as PTO, PTA, booster clubs, teacher organizations, etc.). The regular meetings or activities of organizations in this classification held Monday through Friday from the end of the Instructional Day until 10:00 pm shall be exempt from charges. Special events such as banquets may be subject to fees for employee services. Activities held on a Saturday or Sunday may be subject to fees for employee services, as applicable. Proper insurance is required for certain types of special events.

Classification C: Third priority shall be given to non-profit student organizations and student sport organizations located within the District's boundaries focused on school-aged students who reside within the District's boundaries. The group or organization must submit appropriate state or federal documentation of its current 501(c)(3) nonprofit status along with the appropriate reservation request form. Team rosters, with addresses and

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

telephone numbers, must be provided to the Special Events, Reservations, and Marketing Department within five (5) days after the season starts and as changes occur. Groups must have a membership of at least ten (10) persons with adult leadership to reserve a facility. The regular meetings or activities of organizations in this classification held Monday through Friday from the end of the Instructional Day until 10:00 pm shall be subject to cost recovery fees with a 3 hour minimum. Special events held during the week and activities held on Saturday or Sunday shall be subject to cost recovery fees and fees for employee services, and will require a 3 hour minimum. Proper insurance is required.

Classification D: Fourth priority shall be given to service, educational, civic, governmental organizations. Public meetings or activities held Monday through Friday the end of the Instructional Day until 10:00 pm and on Saturday or Sunday shall be subject to fees for facility use and for employee services. When District facilities are used for meetings sponsored by state or local governmental agencies, a usage fee may be assessed based on actual rates as determined by the Special Events, Reservations, and Marketing Department. Groups in this category renting the Merrell Center will be given a \$500 discount on the regular 8-hour day use fee or a \$1,000 discount if the capped fee of \$3,000 per 24-hour period has been met. Proper insurance is required.

Classification E: Fifth priority shall be given to groups serving the District area (such as adult sports associations, community theater, music groups, churches, etc.) and to businesses. This classification is subject to fees for facility use and for employee services. Proper insurance is required.

Classification F: Sixth priority shall be given to such groups as those sponsoring summer sports camps, clinics, drill team camps, etc. Fees for facility use and employee services for organizations qualifying under this classification will be determined annually by the District administration. Proper insurance is required.

USE OF FACILITIES
BY DISTRICT
EMPLOYEES

District employees, representing a group, organization or business, have no greater access to reserve or rent District facilities for nonschool purposes than any other group, organization or business. District employees desiring to use a District facility for nonschool purposes must submit a Facility Reservation Request and are subject to the same fees for rental and employee services as groups, organizations or businesses based on the appropriate classification group. Proper insurance is required.

SIGNAGE

Groups, Organizations, and Businesses reserving a District facility may not post any signage on District property except at the reserved facility during the scheduled date and time of the facility reservation. Any signage not removed at the end of the reservation may be removed and disposed of by the District; and a fee may be assessed. All signage must be freestanding and not attached to the building interior or exterior structure. All signage shall be submitted for review to the Special Events, Reservations, and Marketing Department prior to posting.

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

DEPOSITS AND
CANCELLATION

Groups, Organizations, and Businesses in Classifications E and F that rent campus and district-wide 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.

Groups, Organizations, and Businesses in Classifications C, D, E, and F that rent District facilities must provide a minimum of 48-hour advance notice of a cancellation, (excluding PACs and the Merrell Center). Failure to provide adequate cancellation notice may result in the group/organization being billed for a minimum of three (3) hours for all employee services.

All non-Katy ISD groups must furnish a \$750.00 property-performance deposit for rental of a Performing Arts Center. The deposit for rental of a PAC is not refundable if the event is cancelled less than 60 days in advance of the event.

All non-Katy ISD groups must furnish a \$3,000 property/ performance deposit for rental of the Merrell Center Arena or a \$100 deposit for each of the individual areas available without rental of the LMC Arena. Deposits are required for each occurrence of an event. [e.g. An event that reoccurs every Monday for eight (8) weeks will be required to pay a \$3,000 deposit for each of the eight (8) events.] The deposit for rental of the Merrell Center is not refundable if the event is cancelled less than 60 days in advance of the event. Likewise, for events scheduled in individual LMC areas without rental of the LMC Arena, the deposit for rental is not refundable if the event is cancelled less than ten (10) business days in advance of the event.

Deposits, payable to Katy ISD, are due at the time of submission of the Reservation Request Form. If the date requested is not available and no alternate date can be scheduled, the Deposit will be refunded in full. After completion of the event, the Deposit will be refunded less any additional charges that may be assessed.

PAYMENT OF FEES
FOR RENTAL AND
EMPLOYEE
SERVICES

Ten (10) business days prior to an event, the group, organization or business will be responsible for paying the estimated fees associated with the facility rental and cost of the services as established in this Administrative Regulation and on the facility rental and related fees' exhibits (Exhibits A-G). If a late reservation is accepted within ten (10) business days of the event, the fees must be paid in full with guaranteed funds (money order, cashier's check, etc.) Possible charges include, but are not limited to, custodial, food service, field custodian, technology, event supervisor, parking, traffic control, security, and maintenance employee services. Premium rates will be charged for employee service fees at all facilities on designated holidays as specified on the facility rental and related fees (Exhibits A, B, C, D, E, F, & G).

Immediately following each event, the Special Events, Reservations, and Marketing Department will determine the balance owed by the group, organization or business renting the facility and notify the group, organization or business of the final charges. The deposit, if applicable, will be applied toward the outstanding charges (including any necessary repairs to District property). Payment of any outstanding charges not covered by the deposit will be due immediately upon receipt of the final billing. If a balance is owed, it must be paid in full prior to any future facility rentals. Failure to make payment

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

will result in cancellation of any/all future reservation(s) and denial of future use of Katy ISD facilities.

Rates and fees designated on the facility rental and related fees' exhibits (Exhibits A-G) 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.

INSURANCE

Insurance shall be carried by all non-Katy ISD groups or any group the District deems necessary to be covered by insurance. An original certificate of insurance, endorsed to add Katy ISD as an additional named insured with waiver of subrogation in favor of the District, shall be submitted to the Special Events, Reservations, and Marketing Department ten (10) business days prior to the use of the facility. The policy must reflect that it is primary and not contributory with any insurance maintained by the District and may not be canceled prior to the conclusion of the event.

Requirements for insurance limits of liability are:

COMMERCIAL GENERAL LIABILITY

General Aggregate	\$ 1,000,000.
Pro/Comp/Ops Aggregate	\$ 1,000,000.
Personal & Advertising	\$ 500,000.
Each Occurrence	\$ 1,000,000.
Fire Damage	\$ 100,000.
Medical Expense	\$5,000.