
**Fine Arts and Performing Arts Centers (PAC)
Facility Rentals and Related Fees
Including Reservation Guidelines and Procedures**

Rates and fees designated on the Fine Arts and PAC 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 A: Campus Facility Rental and Related Fees
- Exhibit B: District-Wide Facility Rental and Related Fees (i.e. ESC Training Rooms, LD Robinson Pavilion, Morgan Rodeo Arena)
- 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.)
- Exhibit E: Legacy Stadium – Facility Rental and Related Fees Including Reservation Procedures and Guidelines (Community Rooms, Field, Locker Rooms, Press Box, etc.)
- Exhibit F: Rhodes Stadium - Facility Rental and Related Fees Including Reservation Procedures and Guidelines (Field, Locker Rooms, Press Box, etc.)
- Exhibit G: Aquatics Facilities – Facility Rental and Related Fees Including Reservation Procedures and Guidelines (Pool, Locker Rooms, Hospitality Rooms, Required Staffing)

FINE ARTS FACILITIES	COST FOR 3 HOUR MINIMUM	COST FOR EACH ADD'L HOUR
PERFORMING ARTS CENTERS (PAC)*	\$1,000	\$125
Level 1 Rental: Use of center for Load-in and Rehearsal prior to a scheduled event		
Level 2 Rental: Use of center to include all facilities, plus stage lighting, stage, dressing rooms, and ticket booths.	\$2,000	\$250
BLACK BOX THEATERS*	\$500	\$125
FINE ARTS CLASSROOMS (in conjunction with PAC/Black Box Theater rentals -- with administrator approval)	\$75	\$25

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 above fees 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.

*PAC and Black Box Theater fees do not include campus-provided technical support personnel. PAC technical support students’ fees are not included in the original cost and are charged at a rate of \$12.00 per hour per crew member. PAC Manager’s fees are not included in the original cost and are charged at a rate of \$50.00 per hour. Special procedures must be followed before PAC rental may be secured. PAC fees do include charges for one custodial employee. All groups renting the facility must designate a “Contact Person” who will be responsible for ensuring the proper care of the facility.

ADDITIONAL INFORMATION

Reservations

Groups or organizations considering rental of a PAC facility must submit a signed *PAC Reservation Request* form (Exhibit G). For rental of a Black Box Theater and/or fine arts classroom(s), a *Facility Reservation Form* (Exhibit E) must be submitted. **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 the first business day in August of each year, and must be accompanied by a Deposit check, cashier's check or money order in the amount of \$750.00. PAC Reservation Requests will be processed on a first come first served basis. Any PAC Facility Reservation Requests received prior to the first business day of August will be returned to sender. Facility Reservation Requests are not valid until confirmation from the District is provided. Confirmation notifications will be sent out after the first week of September. If there is not a facility available to fill the request, the Deposit will be returned by the first Monday in October.

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 reservation or 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 10 business days 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.

Deposits

In order to reserve fine arts and Performing Art Center facilities, all non-Katy ISD groups are required to pay a \$750.00 security deposit. The deposit, **payable to Katy ISD**, will be refunded within 45 days after the conclusion of the rental if all financial obligations have been met.

Cancellation and Refund

The group/organization must provide written notice of the cancellation of an event to the Special Events, Reservations, and Marketing Department at least 60 days prior to the first day of usage in order to have the deposit refunded. The deposit for rental is not refundable if the event is cancelled less than 60 days in advance of the event, and the group/organization may be charged for any addition costs incurred for the event not covered by the Deposit.

Payment of Fees for Rental and Employee Services

Payment of the estimated fees is due in full no less than ten (10) business days prior to the client's first day of facility usage. Immediately following the event, the Special Events, Reservations, and Marketing Department will notify the group/organization of the final, actual charges. The charges will reflect rental fees, employee services, equipment rental, and/or necessary costs of repairs to the facility. The prepaid estimated fees and the deposit will be applied toward the final charges for the event. The Special Events, Reservations, and Marketing Department will issue a final invoice for any 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, 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:

▪ Custodians	\$30.00
▪ Police Officers	\$60.00
▪ Maintenance Employees	\$35.00
▪ PAC Manager	\$50.00
▪ Event Supervisor	\$40.00
▪ Student Technicians	\$12.00
▪ Student Ushers	\$12.00

- 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.
- 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 may 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.

Parking and Security

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

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, fireworks or anything having an open flame), weapons, and firearms, and the use of tobacco products on District property (including Parking Lots), 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.

FINE ARTS AND PAC FACILITY RESERVATION PROCEDURES

[for all Katy ISD Class A & Class B Groups

The following information has been developed to assist Katy ISD groups/organizations considering use of a Performing Arts Center (PAC) and adjacent Fine Arts facilities. Please read carefully and follow all guidelines below.

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

1. All Katy ISD Class A and Class B groups must submit a *PAC Reservation Request Form* (Exhibit G) to the PAC Manager at the school campus. (Phone reservations cannot be accepted.) This form may also be used for rental of a Black Box Theater and/or adjacent fine arts classroom(s). Reservations forms must be initiated within the following timeframes to initiate a rental:

- Katy ISD Class A & Class B groups must submit requests at least three (3) **months** in advance.

When the PAC Manager receives the reservation form, he/she will determine whether the facility is available for the requested date(s). If the facility/facilities is/are available, a Consultation Session with the Contact Person will be set up by the PAC Manager 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 \$45.00 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.) If after the Consultation Session the Contact Person chooses NOT to use the PAC facility, the PAC Manager will submit a timesheet to the organization for the Consultation Session and the group/organization will be responsible for payment in a timely manner.

2. After the Consultation Session, the PAC Manager will provide the Contact Person with a list of the personnel required for the event. This correspondence will serve as the final Confirmation of the Reservation. **The confirmation can be accomplished through e-mail or telephone communication.**
3. Any sound/audio materials (audio or video cassettes/tapes, CDs, etc.) should be provided to the PAC Manager a minimum of three days 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.
4. No outside technicians are to be in control of any equipment in any Katy ISD Performing Arts Center without PAC Manager approval.

FINE ARTS AND PAC AND ADJACENT FINE ART FACILITIES USAGE INSTRUCTIONS

PAC and adjacent Fine Arts 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 PAC Manager each day that the facility is being used in order to open and close the facility.

I. General Instructions

1. Student technicians will be allowed a 15-minute break for every three hours of rehearsal. **Please plan accordingly.**
2. It is the PAC Manager’s responsibility to ensure that all sponsors, chaperones and other adults are aware that student technicians have a difficult job that includes overseeing the safety of everyone in the building and on stage. Student technicians have the authority to restrict access to the control room, catwalks, and the stage as needed. Student technicians will only take orders from the Contact Person, the PAC Manager, and/or the Stage Manager (technical supervisor). If, however, a student technician is behaving inappropriately, contact the PAC Manager immediately.
3. All 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 PAC Manager and/or Stage Manager will determine the use of this clear-com system.
4. **The student technicians will run all technical elements/equipment.**
5. The group/organization will be responsible for setting up any special items used. The PAC Manager, Stage Manager and student technicians will only be responsible for setting up items that have been requested in advance.
6. 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.
7. 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.
8. **No food or drink will be allowed into the fine arts and/or PAC area at any time. It will be the responsibility of the group or organization using the fine arts and/or PAC area to monitor and enforce this at all times. Remember, the group/organization using the fine arts and/or PAC area will be responsible for all damages that are caused by persons in attendance at the scheduled activity.**
9. Use, possession, or storage of any pesticide or herbicide on District property is prohibited as required by law. Violating any Federal, State or Local laws or regulations may result in the cancellation of a current event and in forfeiture of future activities on District property.
10. 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 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) will make certain that performers are aware of proper microphone use.

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 PAC Manager approval).
2. No items from a previous performance/event shall be left on stage, in storage, in dressing rooms, shop or other fine arts and/or 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 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 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 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 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.
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/or Fine Arts facilities.
16. Do not touch or tamper with motorized lighting batten control panels. These are to be used by student technicians and/or trained faculty members only.
17. Sponsors, faculty, and/or responsible parties for any group, class, organization in the fine arts and/or PAC areas will take full responsibility for the behavior of those in attendance, and will be held responsible for damage due to misuse, unauthorized use, 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.
2. Do not remove or tamper with makeup mirrors/lighting or electrical outlets.
3. Do not plug more than one hair dryer, curling iron or hot roller unit into a single outlet plate.
4. Do not remove any chairs or furniture from the dressing room for any reason.
5. Do not use makeup mirror lights as general lighting. Use the available fluorescent lights.
6. Do not remove any fine arts and/or PAC/Theatre Department property from the dressing room.
7. 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 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.

FINE ARTS AND PAC FACILITY TECHNICAL SERVICES – EVENT USAGE 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 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 PAC Manager. Compensation for 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 fine arts and/or PAC areas and to insure proper audience behavior and care of facilities.**

(Note to home-campus groups: student technicians will be provided by the campus if requested and available. Compensation for time and services provided by 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.

PERFORMANCE SCHEDULING

Use of fine arts and/or PAC facilities will be limited by the Katy ISD current facility use policy and any previously scheduled events. During the school day, fine arts and/or 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 fine arts and/or 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 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.)