

Rhodes Stadium Facility Rental and Related Fees

Rates and fees designated on the Rhodes Stadium 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 C: Fine Arts and Performing Arts Centers (PAC) -- Facility Rental and Related Fees Including Reservation Guidelines and Procedures (i.e. PAC with or without fine art classrooms and/or Black Box Theaters)
- Exhibit D: Leonard E. Merrell Center -- Facility Rental and Related Fees Including Reservation Procedures and Guidelines (i.e. LMC arena, meeting rooms, conference rooms, concourses, etc.)
- Exhibit E: Legacy Stadium – Facility Rental and Related Fees Including Reservation Procedures and Guidelines (Community Rooms, 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)

FACILITY	COST PER HOUR USE (minimum)	COST PER 8 HOUR USE	COST PER ADD'L HOUR USE	CLASS "C" COST RECOVERY (3 Hour minimum)
FIELD/STADIUM ^{1, 2, 4} (INCLUDES LOCKER ROOM ACCESS)	\$1000	\$1,500	\$125	\$150
FIELD LIGHTS	\$100	\$200	\$25	\$75
PARKING LOT LIGHTS ³	\$100	\$200	\$25	\$75

¹ ADDITIONAL FEES WILL BE APPLIED FOR EMPLOYEE SERVICES & STAFFING BASED ON SIZE AND SCOPE OF THE EVENT

² PRESS BOX ACCESS IS BASED ON ATHLETIC APPROVAL AND SUBJECT TO ADDITIONAL FEES

³ FEES APPLY FOR PARKING LOT LIGHTS WHEN ONLY THE PARKING LOT IS REQUESTED

⁴ CLASS "C" COST RECOVERY: ADDITIONAL HOURLY FEE RATE FOR STADIUM USE IS \$75.00 PER HOUR.

RESERVATION PROCEDURES AND GUIDELINES

Reservation Forms

Groups or organizations considering rental of Rhodes Stadium, or any portion thereof, must submit a signed *Facility Reservation Request Form* (**Katy ISD faculty and/or staff may not represent an external client in order to circumvent the Facility Rental and Related Fees**).

All groups renting the facility must designate a "Contact Person" who will be responsible for ensuring the proper care of the facility.

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) business 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 ten (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 Rhodes Stadium, all non-Katy ISD groups must furnish a \$1,000 property/performance deposit for rental of Rhodes Stadium facility or a \$250 deposit for each of the individual areas available without rental of the entire facility. Deposits are required for each occurrence of an event. The deposit, **payable to Katy ISD**, is due upon confirmation of availability. Any remaining portion of the deposit (minus any charges for facility rental, additional hours of use, employee service charges, and/or necessary repairs to the facility) will be refunded no later than thirty (30) days following the use of the facility.

Cancellation and Refund

The group/organization must provide written notice of the cancellation of an event scheduled in the Legacy Stadium to the Special Events, Reservations, and Marketing Department at least thirty (30) days prior to the first day of usage in order to have the deposit refunded. The deposit for rental of Legacy Stadium is not refundable if the event is cancelled less than thirty (30) days in advance of the event. Likewise, for events scheduled in individual areas without rental of the entire stadium, the deposit for rental is not refundable if the event is cancelled less than two weeks in advance of the event.

Payment of Fees for Rental and Employee Services

Payment of the full estimate of charges is due no less than (10) ten business days prior to the client's first day of facility usage. Immediately following the event and post-event inspection, the Special Events, Reservations, and Marketing Department will notify the group/organization renting Rhodes Stadium of the final, actual charges through the use of an Event Audit Report. The Event Audit Report will reflect gross receipts (if applicable), rental fees, employee services, equipment rental, and/or necessary costs of repairs to the facility. The prepaid estimate of charges will be applied toward the final charges for the event. The Special Events, Reservations, and Marketing Department will issue a final invoice for the balance owed. Payment will be due immediately upon receipt. The balance owed must be paid in full prior to the next event in a series taking place. Failure to make payment will result in denial of future use. In the event that the actual charges are less than the estimate and deposit, the group/organization will be reimbursed the difference no later than thirty (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 the applicable minimum at the following hourly rates:

▪ Event Supervisor	\$30.00
▪ Custodians	\$30.00
▪ Food Service Employees	\$30.00
▪ Security Guards	\$35.00
▪ Police Officers	\$60.00
▪ Maintenance Employees	\$35.00
▪ Technical Services Coordinator	\$50.00
▪ Video Production Director	\$45.00
▪ Technicians (Video, Sound, Lighting)	\$40.00
▪ Stagehands	\$30.00

- Stadium Press Box Supervisor \$30.00
- Stadium Supervisor \$40.00
- Stadium Ushers \$13.00
- Stadium Usher Supervisor \$17.00
- Stadium Ticket Sellers/Takers \$13.00
- Stadium Merchandise Salesmen \$13.00
- Nurses \$35.00
- EMT services are provided by the city of Katy and will be billed at the rate set by the city of Katy
- Other employee services as required by the event
- Some events may require use of non-District third party contractor(s) to provide labor as determined by Rhodes Stadium staff. Such labor may include, but is not limited to: Ushers, crowd control, stagehands, and/or security. Rates, as established by the contractor, will be provided to client at the time of estimate preparation.
- All employee service hours worked after the applicable minimum will be billed in fifteen-minute increments based on the full-hour rate as listed above.

Additional Services

Live Action Media Broadcast System \$250 plus labor

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.
- All Rhodes Stadium events with ticket sales, merchandise sales, and/or concession sales may require at least one (1) Katy ISD police officer on site for up to 750 guests. Additional officers may be required based on additional attendees. This determination will be made by the Special Events, Reservations, and Marketing Department and will be reflected on the Event Estimate.
- All Legacy Stadium events require at least one (1) male and one (1) female custodian on site. Additional custodians may be required based on additional attendees. This determination will be made by the Special Events, Reservations, and Marketing Department and will be reflected on the Event Estimate.
- All Legacy Stadium events requiring the use of the arena PA system, requires at least one (1) facility sound technician to be on duty for the event.
- Clients may provide additional labor, but it does not supersede or replace the requirements stated above.
- Any Rhodes Stadium event may require an EMT to be on duty for the entirety of the event.
- All Rhodes Stadium events with expected guest attendance at or above 1,500 may necessitate the use of additional police and/or security officers to ensure safe and effective parking and traffic control.

Payment and Current Certificate of Insurance, listing Katy ISD as the Certificate Holder/Additional Insured are due 10 days prior to the event date.

ADDITIONAL INFORMATION

Reservations

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

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

Rhodes Stadium, when made available for use, will be based upon classification and priority of groups as specified in these guidelines. The District shall have first priority of facility use and may cancel any agreement of any facility prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District. The District may also cancel an event with less than 24-hour notice under such emergency circumstances that would preclude the safe occupancy and use of the leased facility. The District also reserves the right to adjust or restrict the hours of use by any group or organization in order to accommodate the greatest number of requests.

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

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.

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.

Organization Classification:

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 school-affiliated support 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 3:00 pm (secondary) or 4:00 pm (elementary) 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 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 shall be subject to cost recovery fees. 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 (3 hour minimum). Proper insurance is required.

Classification D: Fourth priority shall be given to service, educational, civic, governmental organizations, and corporate sponsors. Public meetings or activities held Monday through Friday from 3:00 pm (secondary) or 4:00 pm (elementary) 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 public 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.

Payment

Rental fees will be charged based on the groups/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 four-hour minimum (unless otherwise stated). After the four-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.

Payment of Fees for Rental and Employee Services

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

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

Designated Holidays and Non-instructional Day Use

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

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

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

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

Food/Catering

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

Parking and Security

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

Effective Date

Any changes in fees (for facility rental, employee services, and/or equipment) will become effective for facility reservations occurring on or after September 1, 2018. Fees for new items will become effective immediately. Fees for facility reservations made prior to the revision date of this exhibit will be based on the fees in place at the time the reservation was confirmed or the contract signed.

Prohibitions

The District shall have the authority to prohibit any performance, activity, exhibition, or entertainment that is deemed to be indecent, obscene, immoral or in any manner publicly offensive. Groups/organizations that are

known to have a history of or propensity for such prohibited types of activities will be prohibited from renting facilities.

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

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

Groups/Organizations reserving a District facility may not post any signage on District property except at the facility during the scheduled date and time of the facility reservation. All signage shall be submitted for review to the Special Events, Reservations, and Marketing Department prior to posting.