

Katy Independent School District
Performing Arts Center (PAC) Rental Request Form

All events must comply with current Katy ISD facility use policies, guidelines and restrictions. The **PAC** will not be available for use during a school day for non-school-related activities. **This form must be submitted at least three (3) months in advance of the first date of requested use.** Request Forms will be accepted on the first business day of August. Reservation confirmations will be available after September 1st.

Return this completed form to the Katy ISD Maintenance & Operations Department to request the 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. The \$750 deposit, **payable to Katy ISD**, will be due upon confirmation of your PAC Facility. Rental fees will be charged based on the group's/organization's classification type, the Rental Level Fees, and employee service charges, as applicable. The deposit will not be refunded if the event is canceled less than sixty (60) days in advance. Groups/Organizations should not assume that additional services, rooms, times, or dates can be provided after this event has been approved. Use, possession, or storage of any pesticide or herbicide on District property is prohibited as required by law. Violating this prohibition may result in the cancellation of a current event and in forfeiture of future activities on District property.

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

Group/Organization Information		
Name of Group/Organization		
Address	City	Zip
Contact Person	Work Phone	
Mobile Phone	E-mail	

Event Name	Number of Expected Attendees
Brief Description of Event	
Will there be an admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount
<input type="checkbox"/> Level 1 Rental: Load-In or Rehearsal dates needed.	
<input type="checkbox"/> Level 2 Rental: Performance Dates, including Load-out	
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 Load-In 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 above, I understand that failing to comply with the Katy ISD "Performing Arts Centers (PAC) Facility Rentals and Related Fees Including Reservation Guidelines and Procedures" may result in the cancellation of a current event and the loss of future facility use 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 of \$750.00 must be submitted within 10 business days of receiving the rental confirmation. I 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. It is also the group's responsibility to provide proof of insurance at least 10 business days prior to the first event date. I have read and understand the Katy ISD PAC guidelines/restrictions and will abide by and help in the enforcement of said guidelines/restrictions.

Hold Harmless Agreement and Facility Use Acknowledgement

To the extent permissible by the Constitution and laws of the State of Texas, the user of a District facility agrees to protect, indemnify and hold free and harmless, Katy Independent School District, its Board of Trustees, officers, employees, and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, Katy ISD or the user herein, its or their guests, employees, supervisors, vendors and agents whether resulting from the performance of its obligations hereunder or the quality or safety of the programs used and/or the equipment or property of the user herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

By signature on this agreement, I, as the contact person duly authorized to act on behalf of the above-named organization, I acknowledge and agree that:

1. The District shall have first priority of facility use and may cancel any agreement of any facility prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District.
2. The District reserves the right to adjust or restrict the hours of use by any group or organization in order to accommodate the greatest number of requests.
3. The use of the facility requested will be restricted to the areas designated and approved for the reservation and to individuals associated with the organization in order to maintain security. (Subleasing is prohibited.)
4. Adult supervision will be provided by the group/organization at all times.
5. **The use, sale, or possession of any weapon, firearm (including concealed handguns without specific authorization), illegal drugs, alcoholic beverages, and pyrotechnics (including candles, any open flame, and fireworks) and the use of tobacco products on any Katy ISD property are prohibited.**
6. The use, possession, or storage of any pesticide or herbicide on any Katy ISD property is prohibited.
7. Food and drinks are not allowed in any Katy ISD Junior High or High School gymnasium or on any carpeted areas at school campuses.
8. Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed.
9. Groups/Organizations reserving a District facility may not post any signage on District property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding or suspended from existing hardware and must be approved by the Maintenance & Operations Department prior to use.
10. Proof of the required insurance must be submitted 10 business days prior to the event.
11. Failure to adhere to District procedures, as specified in the Campus or District-Wide Facility Rental and Related Fees document (as appropriate), may result in forfeiture of the current utilization and future use of District facilities.
12. Facility Reservations Requests are not valid until confirmation from the District is provided.
13. Charges for an event are assessed from the time the facility is opened for the event until it is cleaned and secured.
14. Deposit fees are due immediately upon confirmation of date availability, and payment for rental and employee fees is due 10 business days prior to an event.
15. The user understands and acknowledges that it is wholly responsible for ensuring that its guests, employees, supervisors, vendors, agents, and other persons present in relation to the use of the facility under this agreement are in full and complete compliance with any and all government restrictions on gatherings and formal Centers for Disease Control and Protection (CDC) guidance related to social distancing and preventing the spread of any communicable disease.
16. The user agrees to take any and all reasonable action to ensure compliance of its guests, employees, supervisors, vendors, agents and other persons present in the facility in relation to the user's use of the facility under this agreement with any and all government restrictions on gatherings and formal CDC guidance related to social distancing and preventing the spread of any communicable disease.
17. The District reserves the right to cancel any agreement for the use of any District facility prior to or during the event if the District determines, in its sole discretion, that use of the facility is in violation of government restriction or CDC guidance, or otherwise poses a risk to the health and safety of the public, its students, staff or other persons in use of the facility. In the event that the District exercises its right to cancel an event under this provision, refund of fees paid to the District for such event shall be in the sole discretion of the District and the parties will have no further liability to each other for the cancelled event. The District shall not be liable in damages or injunction for failure or delay of any obligations under this agreement and any claim arising out of the cancellation of this agreement, including any claim for lost business as a result of cancellation under this provision.

Contact Person's Signature	Date
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FOR OFFICE USE ONLY		
Facilities Coordinator	Reservation #	Date Received