# Campus Facility Rental and Related Fees

Rates and fees designated on the Campus 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 B: District-Wide Facility Rental and Related Fees (i.e. ESC Training Rooms, Professional Development Annex Training Rooms, Required Staffing
- Exhibit C: Fine Arts and Performing Arts Centers (PAC) -- Facility Rental and Related Fees Including Reservation Guidelines and Procedures, Required Staffing (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 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)
- Exhibit H: Gerald D. Young Agricultural Sciences Center – Facility Rental and Related Fees Including Reservation Procedures and Guidelines (Gary A. Vos Project Center, W.E. “Billy” Morgan Rodeo Arena, L.D. Robinson Pavilion)

| FACILITY | School Day Use Hourly Rate (3 Hour minimum) | Non-School Day Use Hourly Rate (4 Hour minimum) | School Day Class C Hourly Rate (3 Hour minimum) | Non-School Day Class C Hourly Rate (4 Hour minimum) |
|---|---|---|---|---|
| ALL ELEMENTARY CAFETERIAS[1, 3] | $50 | $50 | $25 | $25 |
| ALL ELEMENTARY GYMNASIUMS[1] | $50 | $50 | $25 | $25 |
| ALL JUNIOR HIGH CAFETERIAS[1, 3] | $60 | $60 | $35 | $35 |
| ALL JUNIOR HIGH GYMNASIUMS | $60 | $60 | $35 | $35 |
| ALL HIGH SCHOOL COMMONS[1, 3] | $80 | $80 | $50 | $50 |
| ALL HIGH SCHOOL GYMS [2] | $80 | $80 | $50 | $50 |
| ALL KITCHENS[3] | $60 | $60 | $25 | $25 |
| BASEBALL/SOFTBALL FIELDS[2] | $25 | $25 | $25 | $25 |
| HIGH SCHOOL COMPETITION FIELD/TRACK[2] | $90 | $90 | $50 | $50 |
| HIGH SCHOOL & JUNIOR HIGH GRASS FIELDS[4] | | $125/DAY | | |
| [5] | | | | |
| HIGH SCHOOL TENNIS COURTS (9)[6] ~~(~~For USTA Tournaments Only~~)~~ | | $600/DAY | | |
| JUNIOR HIGH TENNIS COURTS (4)[6] ~~(~~For USTA Tournaments Only~~)~~ | | $400/DAY | | |

| FACILITY | School Day Use Hourly Rate (3 Hour minimum) | Non-School Day Use Hourly Rate (4 Hour minimum) | School Day Class C Hourly Rate (3 Hour minimum) | Non-School Day Class C Hourly Rate (4 Hour minimum) |
|---|---|---|---|---|
| HIGH SCHOOL TENNIS COURTS (Non-tournament) Per Court / Courts 1-5 Only[7] | $25 | $25 | $20 | $20 |
| JH TENNIS COURTS (Non-tournament) Per Court / Courts 1-4 Only[7] | $20 | $20 | $15 | $15 |
| TENNIS COURT LIGHTS | $25 | $25 | $25 | $25 |
| FIELD LIGHTS (football, baseball, or softball) | $25 | $25 | $25 | $25 |
| PARKING LOT LIGHTS | $25 | $25 | $25 | $25 |
| PARKING LOT AREA | | $125/DAY | | |
| EACH CLASSROOM[5] | $35 | $35 | $30 | $30 |
| EACH ADDITIONAL AIR ZONE | $30 | $30 | $25 | $25 |

[1] Includes only the portion of the stage in front of the curtain.

[2] High school gyms (including 9th grade center gymnasiums) and athletic fields shall not be rented without specific permission from the Campus Athletic Coordinator, Executive Director of Athletics, and the Maintenance & Operations Department. They are reserved for scheduled practices, rehearsals, and UIL events. Beginning July 1, of each year, all athletic fields are closed to allow fields a "resting period". Wooden gymnasium floors are closed once floor refinishing begins and are unavailable for use by non-Katy ISD groups until the start of the next school year.

[3] Use of Kitchen facilities requires approval from the KISD Nutrition and Food Services Department and will require at least one KISD food service worker.

[4] High School and Jr. High Grass Fields are subject to per day and per field charges. These fields shall not be rented without specific permission from the Campus Athletic Coordinator, Executive Director of Athletics, and the Maintenance & Operations Department. They are reserved for scheduled practices, rehearsals, and UIL events. Beginning July 1, of each year, all athletic fields are closed to allow fields a "resting period".
Groups requesting continuous usage of the same outdoor fields may be subject to a seasonal usage fee or Deposit.

[5] Classrooms are only available for rent with approval of the campus administration.

[6] High School Tennis Court rentals will only be available for USTA sanctioned Tournaments. A District Event Supervisor and custodian will be required for each site requested. Additional fees for Tennis Court Lights and Parking Lot Lights will apply.
Rental fees will be charged based on the group/organization or business'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 fees on the chart are based on a three-hour minimum for use on a School Day, and a four-hour minimum for use on a Non-School Day (unless otherwise stated). After the three-hour or four-hour minimum, any portion of an hour beyond fifteen minutes will result in the organization being billed for a full hour. Groups/organizations and businesses that are included in Classification C and schedule an event on a Non-School Day will be charged a 4-hour minimum for facility and employee service fees. 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.

[7] Junior High School Tennis Courts and select High School Tennis Courts may be rented by Organizations and Businesses for clinics, lessons, and match play on a per court hourly basis. A verifiable Tax ID and Certificate of Insurance are required. All reservations must be submitted at least 30 days prior to the first requested rental date. The fees on the chart are based on a three-hour minimum for use on a School Day, and a four-hour minimum for use on a Non-School Day (unless otherwise stated). After the three-hour or four-hour minimum, any portion of an hour beyond fifteen minutes will result in the organization being billed for a full hour. Groups/organizations and businesses that are included in Classification C and schedule an event on a Non-School Day will be charged a 4-hour minimum for facility fees. Additional fees for Tennis Court Lights and

Parking Lot Lights may apply. Rental requests will be accepted on August 1st of each year for reservations beginning September 1 through August 31st.

## ADDITIONAL INFORMATION

### Reservations

Groups/organizations or businesses considering rental of one or more campus facilities must submit a signed *Facility Reservation Request 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 reservations beginning after September 1st. All reservations must be received at least 30 days in advance of the first rental date included in the reservation request.

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/organization or business 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/organizations or businesses 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, organization or business 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/organizations or businesses shall furnish, not less than two (2) weeks in advance of the date for the facility reservation a certificate showing such insurance to be in effect. Groups/organizations or businesses 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.

### Deposit and Cancellation

In order to reserve a facility, groups/organizations and businesses in Classifications E and F that rent campus 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 upon confirmation of facility availability.

Groups/organizations and businesses in Classifications C, D, E, and F renting campus facilities must provide a minimum of 72 hour advance written notice of a cancellation. Failure to provide adequate cancellation notice may result in the group/organization or business being billed for a minimum of three (3) hours for a School Day Rental and four (4) hours for a Non-School Day for scheduled personnel services,

### 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 exhibit. Possible charges include, but are not limited to, custodial, food service, District event supervisor, technology, parking, traffic control, security, and maintenance employee services. In addition, any other services, requested by the group/organization or business will 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 Maintenance & Operations 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 or business 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 on School Days and a minimum of four (4) hours on Non-School Days at the following hourly rates:

| | |
|---|---|
| ▪ Event Supervisor | $45.00 |
| ▪ Stadium Supervisor | $50.00 |
| ▪ Custodians | $40.00 |
| ▪ Food Service Employees | $50.00 |
| ▪ Unarmed Security | $45.00 |
| ▪ Armed Security | $75.00 |
| ▪ Maintenance Employees | $40.00 |
| ▪ Technicians | $45.00 |
| ▪ Athletic Trainers | $45.00 |
| ▪ EMT | $50.00 |
| ▪ Other employee services as required by the event | |

All employee service hours worked after the three-hour or four-hour minimum will be billed in full hour increments based on the full-hour rate as listed above.

**Staffing Information**
- The Maintenance & Operations Department will determine the minimum number of staff members necessary based on the type of activity, requested setup, and the anticipated number in attendance.
- Rental of a kitchen, including the use of serving lines only, requires staffing by at least one KISD Food Service employee.
- Groups reserving outside athletic facilities in enclosed areas may be required to pay for a district event supervisor to monitor facility use, turn lights on and off, unlock gates, and restrooms, as appropriate. This individual will also serve as a contact in addressing concerns or problems that may arise during the rental event.
- 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 Maintenance & Operations Department:
- New Year's Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day (July 4 and specified weekday, if applicable)
- Labor Day
- Thanksgiving Day
- Friday following 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 School Days designated on the District's instructional calendar. On Non-School 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 Nutrition and Food Services Department based upon menu selection.

**Parking and Security**
Parking Lots at all school facilities are available for rent, after school hours and on weekends. A Facility Reservation Request form must be submitted to the Maintenance & Operations Department at least 30 days prior to the event date, and applicable facility fees will apply. A certificate of insurance must be provided and there will be fees for restroom access and/or parking lot lights. The Maintenance & Operations Department shall determine whether or not the event requires security, District Event Supervisor or other support personnel. Additional fees will apply.

At all Katy ISD Facilities, vehicular parking is restricted to approved parking lots. Parking on school grounds, or any unpaved surface/area is prohibited without the prior consent of the Maintenance & Operations Department. Public parking on District property is at the vehicle owner's risk. Parking lot violators are subject to having vehicles towed at the owner's expense.

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.

**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 and businesses 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, any open flame 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 Executive Director of Maintenance & Operations. [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 future use.

Groups/organizations and businesses 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 Maintenance & Operations Department prior to posting.

**The group/organization or business must agree to**:

- Keep aisles, corridors, passages, vestibules, elevators, and stairways free and clear of obstructions and shall not use these areas other than for ingress and egress;
- Refrain from injuring or defacing the premises or any part thereof and not to drive or permit others to drive nails, hooks, tacks, or screws into any part of the premises or furnishings or to apply tape or other materials to the wall;
- Make no alterations in the authorized areas;
- Not use or permit the use of flammable tissue paper, crepe paper, or material for decorative purposes or any combustible liquid or substance.
- Not post, display, distribute, or announce in, on or adjacent to the reserved facility any signs, messages, or other materials without prior approval of the Maintenance & Operations Department.