Gerald D. Young Agriculture Sciences Center

Rates and fees designated on the Gerald D. Young Agricultural Sciences Center 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, 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 (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 (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)

FACILITY	COST PER 4 HOUR USE (minimum)	COST PER 8 HOUR USE	COST PER EACH ADDITIONAL HOUR USE
MEETING ROOMS – INDOOR PAVILION			
1 ROOM	$120	$210	$30
2 ROOMS	$180	$330	$48
PROJECT CENTER ROOMS			
1 ROOM PACKAGE	$240	$300	$60
2 ROOM PACKAGE	$300	$360	$90
3 ROOM PACKAGE	$360	$420	$120
INDOOR PAVILION	$900	$1,200	$120
ANIMAL PAVILION	$500	$800	$75
CONCESSION STAND INDOOR/OUTDOOR	$100	$175	
RV HOOKUPS		$40/DAY	
PARKING LOT LIGHTS	$100	$200	$25
PARKING LOT AREA		$125/DAY	

** **All rentals include:** Basic room use with allotted space: banquet or lecture setup and custodial support for normal setup and break down of tables and chairs

	COST PER USE (not to exceed 6 hours)	COST PER 8 HOUR USE (not to exceed 12 hours)	COST PER EACH ADDITIONAL HOUR USE
W.E. "BILLY" MORGAN RODEO ARENA			
HALF DAY	$600		$125
FULL DAY		$800	$125
ARENA LIGHTS		$25 PER HOUR	
PARKING LOT AREA		$125/DAY	
PARKING LOT LIGHTS		$25/HOUR	

RESERVATION PROCEDURES AND GUIDELINES

Reservation Forms
Groups or organizations considering rental of Gerald D. Young Agricultural Sciences Center, or any portion thereof, must submit a signed *Gerald D. Young Agricultural Sciences Center Reservation 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.

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 Maintenance & Operations Department will notify the group/organization renting Gerald D. Young Agricultural Sciences Center 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 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, 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	$45.00
▪ Custodians	$40.00
▪ Food Service Employees	$50.00
▪ Unarmed Security	$45.00
▪ Armed Security	$75.00
▪ Maintenance Employees	$40.00
▪ Technical Services Coordinator	$50.00
▪ Video Production Director	$45.00
▪ Technicians (Video, Sound, Lighting)	$40.00
▪ Stagehands	$40.00
▪ Facility Supervisor	$50.00
▪ Ushers	$20.00
▪ Usher Supervisor	$35.00
▪ Ticket Sellers/Takers	$20.00
▪ Merchandise Salesmen	$20.00
▪ Athletic Trainer	$45.00
▪ EMT	$50.00

- 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 Gerald D. Young Agricultural Sciences Center 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 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 and the anticipated number in attendance.

● All Gerald D. Young Agricultural Sciences Center events with ticket sales, merchandise sales, and/or concession sales may require at least one (1) Katy ISD Armed Security on site for up to 750 guests. Additional officers may be required based on additional attendees. This determination will be made by the Maintenance & Operations Department and will be reflected on the Event Estimate.

● All Gerald D. Young Agricultural Sciences Center events may 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 Maintenance & Operations Department and will be reflected on the Event Estimate.

● All Gerald D. Young Agricultural Sciences Center events may require at least one (1) usher per every 250 guests.

● All Gerald D. Young Agricultural Sciences Center events requiring the use of the arena PA system, may 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 Gerald D. Young Agricultural Sciences Center event may require EMT to be on duty for the entirety of the event.

● All Gerald D. Young Agricultural Sciences Center events with expected guest attendance at or above 1,500 may necessitate the use of additional armed and/or unarmed security officers to ensure safe and effective parking and traffic control.

Designated Holidays

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
- Labor Day
- Independence Day (July 4 and specified weekday, if applicable)
- Thanksgiving Day
- Friday after 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.

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. Vehicular parking is restricted to approved parking lots. Parking on building aprons or sidewalks is not permitted. Public parking on District property is at the vehicle owner's risk. The use of District parking lots for overflow parking is prohibited without the prior consent of the District and fees may be assessed for parking lot use. Parking violators are subject to having vehicles towed at the owner's expense.

Contact Person and Event Coordinator

All groups renting a facility must designate a "Contact Person" who will be responsible for ensuring the proper care of the facility. An event coordinator will be provided by the Maintenance & Operations Department at no charge to the group.

Ticket Sales

Gerald D. Young Agricultural Sciences Center shall have sole supervision over the sale and collection of all tickets unless the group is extended ticket sales privileges. If the group is extended ticket sales privileges, the group will be liable to the District for the value of all tickets distributed. Ticket prices will include an 8.25% State sales tax unless the group secures an exemption in writing from the State of Texas prior to the day ticket sales begin. For non-Katy ISD groups selling tickets for admission, the published rental fee or 10% of the gross receipts for tickets sales, whichever is greater, will be assessed for rental of the facility. "Gross receipts" means the total amount of dollars of all tickets sold or paid admissions without deductions for any cost or expense of promotion, conduct, or operation of the event(s). Gross receipts shall not include any sums collected and remitted for any admission taxes, excise taxes, or sales taxes imposed, nor shall they include refunds made to patrons, customers, or exhibitors.

Merchandise and Concessions
Unless otherwise agreed upon, the Gerald D. Young Agricultural Sciences Center reserves the sole right to sell or disburse programs, books, magazines, newspapers, food, beverages and any other merchandise commonly sold or dispensed in arenas or auditoriums. Exceptions to this provision must be specified in the rental agreement. Groups wishing to sell merchandise during events may be subject to a merchandise fee.

Advertising
All advertising and publicity shall be at the expense of the group/organization. The direct cost for any advertising made by the District on behalf of the group/organization will be added into the calculation of fees owed upon the conclusion of the event(s). All printed advertising whether television, newspaper, Internet, poster, or any other medium must use an unaltered version of the Gerald D. Young Agricultural Sciences Center logo. The advertising of public events must contain ticket or admission prices unless otherwise specified in the rental agreement. KISD reserves the right to make public announcements during intermissions and other such times as will not unreasonably interfere with the group's/organization's event. The public announcements may relate briefly to future attractions at the Gerald D. Young Agricultural Sciences Center or to the welfare and safety of those attending the event. The group/organization must submit in typed form all public announcements intended for broadcast at the event. No public announcements can be made regarding a performance at another location which KISD considers to be in competition with Gerald D. Young Agricultural Sciences Center.

Broadcast
KISD prohibits the broadcast or transmission, through any medium, an event, program, speech, or music of any kind whatsoever, produced on the premises of the Gerald D. Young Agricultural Sciences Center without prior written permission. KISD shall determine the fees to be paid to KISD for any broadcast or recording of the covered event. Violations of such written agreement may result in the broadcast or transmission being terminated.

Prohibitions
KISD 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, 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.

The group/organization 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 unless approved by KISD;
- Not post, display, distribute, or announce in, on or adjacent to the Gerald D. Young Agricultural Sciences Center any signs, messages, or other materials without prior approval of KISD; Not use, possess, or store any pesticide or herbicide on District property as is required by law. Violating this prohibition will result in the cancellation of a current event and in forfeiture of future activities on District property.

Procedures for reserving/renting facilities at Gerald D. Young Agricultural Sciences Center:

The following information has been developed to assist groups/organizations considering rental of Gerald D. Young Agricultural Sciences Center. The proper procedures and/or guidelines for submitting and completing reservation forms for facilities at Gerald D. Young Agricultural Sciences Center are briefly outlined in this packet. In addition to the Gerald D. Young Agricultural Sciences Center procedures/guidelines, groups/organizations must also adhere to the requirements and procedures outlined in the Board Policies and Administrative Regulations at GKD and specific details as stated in the rental agreement.

1. All groups/organizations should contact the Katy ISD Maintenance & Operations Department to initiate rental of the facilities at Gerald D. Young Agricultural Sciences Center. Reservation requests are accepted up to three (3) years in advance of an event. Requests should be submitted as early as possible to ensure availability.

2. Upon submission of the *Gerald D. Young Agricultural Sciences Center Reservation Form*, the General Manager of Facilities or designee will determine the group's/organization's classification type and check the calendar scheduling system for facility availability. If the facility is available, the group's/organization's Contact Person will be notified and an initial consultation session arranged. The initial Consultation Session well as the technical requirements—sound, lighting, cue sheets—so that desired services can be determined and documented.

3. The General Manager of Facilities or designee will provide the Contact Person with an estimate of charges for the event. If the estimated fees are acceptable to the Contact Person, the group or organization will be required to sign a rental agreement specifying terms of use, and the deposit, payable to Katy ISD, must be received in order to officially confirm the reservation.

4. A Consultation Session will be held approximately thirty (30) days prior to the event to finalize equipment needs and technical plans for the event.

5. 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.

6. Proof of insurance, if applicable, must be received at least two (2) weeks in advance of the event.

7. Any sound/audio materials (audio or video cassettes/tapes, CDs, etc.) should be provided to the General Manager of Facilities or designee a minimum of five (5) business days in advance of the event to facilitate quality and sound checks prior to the event. A back-up copy of each item should also be provided. Each item should be clearly labeled with track, start/end time, etc.

A Pre-Event Inspection will be conducted by the General Manager of Facilities or designee and the Contact Person immediately prior to the group/organization occupying the facility for the event. A Post-Event Inspection will take place at any time from immediately following the event up to within 24 hours of the event depending on the timeframe of the next scheduled facility rental. **The purpose of the initial inspection is to determine the condition of the facility prior to occupancy by the group while the latter is to ensure that the facility has been returned to its pre-event condition at the conclusion of the rental period. All property of the group/organization, including stage props, sets, etc., must be removed prior to the Post-Event Inspection.**

8. Immediately following the event and post-event inspection, the Maintenance & Operations Department will notify the group/organization renting the Gerald D. Young Agricultural Sciences Center 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 and the deposit will be applied toward the final charges for 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, 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.

Equipment Rental Rates

General Equipment

Tables

▪ 6’ x 18”	$10 each
▪ 6’ x 30”	$10 each
▪ 8’ x 30”	$10.00 each
▪ 2’ square	$5.00 each
▪ 6’ round	$10.00 each

Video Equipment

▪ Video Screen Connection	$200
▪ Laptop Computer	$50.00 each

Audio Equipment

▪ Direct Box	$15.00 each
▪ Equipment Cart	$25.00 each
▪ House Sound Patch	$125.00 each
▪ Microphones	
▪ Wired	$50.00 each
▪ Wired Push to Talk	$50.00 each
▪ Wireless (handheld)	$75.00 each
▪ Wireless (lavaliere)	$75.00 each
▪ Wireless Boom	$75.00 each
▪ Choir	$50.00 each
▪ Microphones Stands	
▪ Floor	$3.00 each
▪ Table	$5.00 each
▪ Boom	$7.50 each
▪ Microphone Cables	
▪ 25’ Cable	$10.00 each
▪ 50’ Cable	$20.00 each
▪ 100’ Cable	$40.00 each
▪ Audio Consoles	
▪ 32 Channel	$250.00 each
▪ 16 Channel	$125.00 each
▪ 12 Channel	$75.00 each