

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. Availability of the Performing Arts Center (PAC) may be limited by previously scheduled events. The **PAC** will not be available for use during the day for nonschool-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 August 1st, no requests will be accepted prior to August 1st. Reservation confirmations will be available after September 5th.

Return this completed form to the Katy ISD Special Events, Reservations, and Marketing Department to initiate 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 deposit, **payable to Katy ISD**, will be applied toward the final charges for the event. 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 30 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"/> 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 (Sponsor)	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 with the PAC Reservation Request Form. 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 event. I have read and understand the Katy ISD PAC guidelines/restrictions and will abide by and help in the enforcement of said guidelines/restrictions.

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