

Katy Independent School District
Leonard E. Merrell Center Reservation Form

All events must comply with current Katy ISD facility use policies, guidelines and restrictions. Availability of the Leonard E. Merrell Center may be limited by previously scheduled events.

Return this completed form to the Special Events and Reservations Department to initiate rental of the Leonard E. Merrell Center. The group/organization must designate a "Contact Person" who will be responsible for ensuring the proper care of the facility. In order to reserve the facility, non-Katy ISD groups must furnish a required deposit. The deposit, **payable to Katy ISD**, will be refunded after the event minus any charges for additional use, maintenance or repair. The estimated cost for rental (including costs for technicians, custodians, etc.) must be paid at least two (2) weeks in advance of the event. Rental fees will be charged based on the group/organization's classification type, the Rental Level and charges for personnel services as applicable. Rental fees will be charged if the event is canceled less than two weeks in advance. Groups/Organizations will only have access to services designated on the *Merrell Center Rental/Technical Services Request* form which will be completed by the General Manager of Facilities or designee and the Contact Person during a Consultation Session. Groups/Organizations should not assume that additional services, rooms, times, or dates can be provided after this event has been approved.

Group/Organization Information			
<input type="checkbox"/> Katy ISD Group	Group/Organization		
<input type="checkbox"/> Non-Katy ISD Group			
Address		City / State	Zip
Contact Person (Sponsor)	Work Phone	Home Phone	Mobile Phone
Fax Number	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

Please check desired area(s):

<input type="checkbox"/> Entire Facility	<input type="checkbox"/> Meeting Room 142	<input type="checkbox"/> Conference Room 103
<input type="checkbox"/> Arena	<input type="checkbox"/> Meeting Room 143	<input type="checkbox"/> South Lobby (1 st & 2 nd floor)
<input type="checkbox"/> Sports floor rental	<input type="checkbox"/> Meeting Room 144	<input type="checkbox"/> West 2 nd Floor Concession Area Seating

Other

<u>Room Set Up:</u>	<u>Technology Needs:</u>
<input type="checkbox"/> Chevron	<input type="checkbox"/> Laptop computer
<input type="checkbox"/> Open Square	<input type="checkbox"/> Slide Projector
<input type="checkbox"/> U-Shape	<input type="checkbox"/> TV
<input type="checkbox"/> Theater (chairs only)	<input type="checkbox"/> Microphone
<input type="checkbox"/> Round Tables (10 per table)	<input type="checkbox"/> Other
<input type="checkbox"/> Lectern	<input type="checkbox"/> LCD Projector (for Powerpoint)
<input type="checkbox"/> Other (please attach drawing)	<input type="checkbox"/> Transparency Projector
	<input type="checkbox"/> VCR
	<input type="checkbox"/> DVD

Will there be Catering? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be Concessions? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes to either or both, the Contact Person must make arrangements through the Catering Department.

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 Set-up 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's/Organization's Agreement

As the officially designated Contact Person for the group/organization named above, I understand that failing to comply with Katy ISD reservations guidelines and restrictions may result in 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, proof of insurance, and proof of nonprofit status, if applicable, are required along with this application. The estimated cost for rental (including costs for technicians, custodians, etc.) must be paid at least two (2) weeks in advance of the event. I also understand that the group/organization will be responsible for the replacement/repair of any equipment due to accidents, misuse, neglect, and/or vandalism on the part of any individual associated with the group/organization. I have read and understand the Katy ISD reservations guidelines and restrictions and will abide by and help in the enforcement of said guidelines/restrictions.

By signature on this agreement, leasor acknowledges and agrees that:

1. Use of the facility requested will be restricted to individuals associated with their organization in order to maintain security.
2. Use or possession of any weapon, alcohol or tobacco products on any Katy ISD property is prohibited.
3. Use or possession or storage of any pesticide or herbicide on any Katy ISD property is prohibited. Possession or improper application of pesticides may result in forfeiture of current utilization and future use of school facilities.

Contact Person's/Sponsor's Signature	Date
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