BLUE VALLEY SCHOOLS
BUSINESS AND FINANCE
FACILITY SCHEDULING PATRON GUIDELINES

SCHEDULING COMMONS/CAFETERIAS

To schedule use of Blue Valley School District Commons/Cafeterias for community activities, the procedures listed below should be followed.

PROCEDURE

1. Obtain and fill out a Facility Usage Request Form. You may obtain this form in the following ways:
   a. Online at www.bluevalleyk12.org
      • Select Community
      • Select Facility Rental and Scheduling
   b. Via email request sent to: mderry@bluevalleyk12.org or pjohnsen@bluevalleyk12.org,
2. Send the form to the Blue Valley Facility Scheduling Office. You may do so by mailing, faxing, or emailing the request form.
3. Events are scheduled only within a 3 month window of time. Anything requested outside a 3 month window of time will need to be resubmitted within the correct timeframe.
4. Requests are processed in the order received.
5. Please allow 14 days for approval. Requests for use of high school facilities may take additional time. Some events with special needs for set-up or labor assignments may also take additional time.
6. A 14 day permit cancellation notice is required. If that is not provided, the organization may be charged for the rental, including both facility fee and labor. (Individual cases will be reviewed before a charge is assessed on a cancellation.)
7. A 14 day permit change notice is required. A processing fee will be assessed for any approved changes requested less than 14 days prior to the permitted
date. This fee will not apply if the cancellation or change is due to inclement weather or the district finds it necessary to cancel or change a permit.
8. Upon approval a reservation confirmation will be emailed.

GUIDELINES FOR FACILITY USE

- All events other than sit down meetings must be covered by a minimum of $1,000,000 liability insurance naming Blue Valley School District No. 229 as additionally insured on a per use (permit) basis.
- The permit holder must confine all individuals to the rooms and corridors assigned for the use of the permit, and to the permitted times.
- The permit holder agrees to limit the number or people in attendance to the posted room occupancy of the area being used.
- The transfer or sublease of any rental agreement for use of District facilities is strictly prohibited.
- Set-up requests and estimated attendance must be completed on the Facility Usage Request Form.
- The use of alcoholic beverages, tobacco products and drugs are not permitted in any Blue Valley School District facility.
- No open flames (including incense) are permitted inside any Blue Valley School District facility.
- District equipment requested, i.e.; TV, VCR, DVD, screen, microphone and/or piano is subject to availability and approval from the Principal/Building Administrator. Equipment use must be included in the rental agreement. Additional charges may be applied.
- The District has the sole right to collect and obtain custody of all articles left on the premises after a period of seven (7) days from the last permitted date. The District is not responsible for the property of the permit holder or individuals attending events scheduled by the permit holder.

Specific to Commons/Cafeteria

- Rental of an elementary or middle school commons does not include the stage unless specifically requested on the rental agreement.
- The use of kitchen facilities must be coordinated with the Food & Nutrition Services Department and at least one Food & Nutrition Services staff member must be present when the kitchen is used.
- **For kitchen use, please call 913-239-4062** after scheduling use of commons/cafeteria with the Facility Scheduling Office.