BLUE VALLEY SCHOOLS
BUSINESS AND FINANCE
FACILITY SCHEDULING PATRON GUIDELINES

SCHEDULING GYMNASIUMS

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

PROCEDURE

1. Obtain and fill out a Facility Usage Request Form. You may submit this form in the following ways:
   a. Online at www.bluevalleyk12.org
      • Select Community
      • Select Facility Rental
   b. Via email sent to: emmatters@bluevalleyk12.org, mderry@bluevalleyk12.org or pjohnsen@bluevalleyk12.org

2. Include a copy of your Certificate of Liability Insurance. The Certificate should list Blue Valley School District No. 229 as additional insured. See below for additional insurance information.

3. Requests are processed in the order received and may be submitted according to the following dates:
   a. Phase I Fall (Aug. – Oct.) – accept requests beginning April 1
   b. Phase II Winter (Nov. – Feb.) – accept requests beginning July 1
   c. Phase III Spring (Mar. – May) – accept requests beginning Nov. 1
   d. Phase IV Summer (June/July) – accept requests beginning Feb. 1

4. Please allow a minimum of 14 days for approval. Some events requiring special set-up or labor assignments may take additional time.

5. 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.)
6. 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.

7. Upon approval a reservation confirmation will be emailed.

**TIMETABLE FOR REQUESTING GYM USE**

Gym time will be scheduled in the following phases.

- **Phase I** – August through October
- **Phase II** – November through February
- **Phase III** – March through May
- **Phase IV** – June and July

**Phase I**: Request for gym use during Phase I may not be scheduled until late June or early July to allow time for the schools to complete the current school year and enter activities for the following school year.

**Phase II**: Requests for gym use during Phase II may not be scheduled until late August or early September. The hours of 6pm-9pm, Monday – Friday is limited to youth groups. Adult groups may schedule time after 9pm, Monday – Friday, based on availability.

During Phase II the community demand for gym space often significantly exceeds the supply of gyms available within Blue Valley. Due to the limited number of gyms available during Phase II, we would encourage you to explore other options in the event we are unable to fulfill your needs.

**Phase III**: Requests for gym use during Phase III will be processed in late January.

**Phase IV**: Requests for gym use during Phase IV will be processed in late March once the final day of school is announced. Due to limited summer staffing, custodial labor charges will be applied for Monday through Thursday evenings and Friday through Sunday all day.

**INSURANCE**

Liability insurance is required for the rental of all Blue Valley School District gym use and must be in effect for the entire range of dates requested. It is your responsibility to obtain and provide a copy of your organization’s Certificate of Liability Insurance.
• We require a minimum of $1,000,000 liability insurance for use of Blue Valley School District gyms.
• The Certificate of Liability Insurance should list Blue Valley School District No. 229 as additional insured.
• If your group or team is sponsored by a larger organization, that organization may hold a Certificate of Liability Insurance that covers you as well. It is your responsibility to obtain and provide a copy of this certificate to the Blue Valley School District Facility Scheduling Office.
• If your liability insurance is obtained through an affiliated organization, please be sure to note the name of your team or contact person in the margin of the certificate when you submit the document.
• You should send a copy of your liability insurance with each rental request. It should not be presumed the copy sent for another request will apply to a new request for facility use.

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 or drugs is not permitted in any Blue Valley School District facility.
• District equipment requested, i.e.; screen and/or microphone is subject to availability and approval. Equipment use must be included in the rental agreement. Additional charges may apply.
• 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.
• The District reserves the right to cancel facility usage if needed for a school activity at any time.

Specific to Gymnasiums

• All participants must wear proper gym shoes. Any shoes worn for use other than on gym floors are unacceptable.
• The permit holder shall provide all basketballs and volleyballs. The District may provide basketball goals and volleyball standards with nets. Small-scale basketball goals are not to be used by adults.

• Outside doors shall be kept closed. Due to fire regulations, entrance doors shall remain unlocked during rental use. It will be the responsibility of the permit holder to control the entrance to the gym and also notify the custodian on duty or the District’s building representative when the permit holder leaves.

• No District shower facilities shall be used unless specifically provided for in the rental agreement.

• Non-school groups will not be allowed to play football, baseball, softball, lacrosse, rugby, or soccer in the buildings, nor will equipment for these activities be allowed in the facility. Futsal is an acceptable activity.

• Food and drink can not be consumed in the gymnasium. Water may be available for bench participants during a contest.

• The District reserves the right to schedule other activities or events in other parts of the building or facility not covered by a rental agreement.

• The permit holder is expected to communicate gym usage guidelines to all participants and to monitor the activities of their group during the permitted event. The custodian on duty should be contacted if any problems arise.