BLUE VALLEY SCHOOLS
BUSINESS AND FINANCE
FACILITY SCHEDULING PATRON GUIDELINES

SCHEDULING PERFORMING ARTS CENTERS

To schedule use of Blue Valley School District Performing Arts Center 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 completed form to the Blue Valley Facility Scheduling Office. You may do so by mailing, faxing, or emailing the requested forms.

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 a Performing Arts Center facility may take additional time. Some events with special needs for set-up or labor assignments may also take additional time.

6. Upon tentative approval you will be sent a confirmation for your review.
   a. You have one week (7 days) from today to approve the tentative confirmation responding via e-mail and to submit your certificate of liability insurance for $1,000,000 to the Facility Scheduling department.
b. On Day 8 the reservation will either be (A) finalized and a confirmation will be issued via email or (B) cancelled and your request forms will be filed.
c. If you decide to finalize your reservation and lock in the date all changes/cancellations on a finalized confirmation will incur the following fees:
   - Change Fee - $25 per change for miscellaneous items, such as; adding equipment, changing start/end times, etc. This does not allow the change or addition of a date.
   - Cancellation Fee – 25% of the total reservation fee, including labor will be invoiced to the renter. This will not be applied to the cost of a new reservation.
   - Change of Date Fee – 25% of the total reservation fee, including labor will be invoiced to the renter. This will not be applied to the cost of a new reservation. The renter would then be required to submit a new request form with applicable fees assigned.

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.
- Tipping of any Blue Valley School District staff member is not allowed.
- 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 Performing Arts Centers

- The renter is responsible for the appropriate behavior of his/her group during scheduled events.
- Renters must abide by all traffic rules posted on District property.
- All signs, banners or flyers advertising services or products must be approved in advance by the District. The District reserves the right to remove, or order the removal of, any signs which conflict with other contractual obligations of the District.
- Renters shall enter and vacate the building at the time designated on the rental permit.
- The renter must confine their group to the areas assigned for their use.
- Food and beverages (including bottled water) are not allowed outside the commons.
- Standing on theater seats is not allowed.
- Aisles and front of stage must be open and free of equipment and individuals due to fire code and safety regulations.
- No items are allowed to be pinned or stapled to the stage curtains.
- No glitter is allowed in the auditorium, dressing rooms, or classrooms.
- If you are a first time renter and you wish to have a brief (15 minute) tour of the auditorium, you must contact the school secretary to schedule an appointment with the lead custodian. Appointments will only be scheduled between 3-4pm. We require a minimum of 48 hours' notice to schedule an appointment.
- If you are not a first time renter and you wish to have a tour of the auditorium, this must be requested with the original request form. Fees may be incurred.
- You must contact your PAC Supervisor a minimum of 14 days prior to your event to discuss the details of your event.
- All correspondence involving details and requested changes should be via email with the PAC Supervisor and the Facility Scheduling Specialist.
- Providing accurate attendance estimates is critical in scheduling your event. Inadequate attendance estimates could result in inadequate staffing and additional costs.
- The user is responsible for ensuring children stay with an adult at all times. Immediate cancellation of an event could occur if the safety of the audience, staff or district property is in question.