



BLUE VALLEY SCHOOL DISTRICT No. 229

Facility Usage Request Form

APPLICANT INFORMATION

Group/Organization Name:

Contact Name:

Address:

City:

State:

ZIP Code:

Email:

Cell Phone:

Alternate Phone:

Purpose or name of event:

Max. Estimated Attendance:

Non-Profit: Yes No

If yes, provide EIN# or supporting documentation:

Will food be served: Yes No

If yes, what type:

Will kitchen be needed: Yes No

If yes, contact Food & Nutrition Services Dept. at 913.239.4062

Will WiFi access be needed: Yes No

Set-up or equipment requested:

FACILITY REQUESTED

	School	Field/Room	Day(s)	Date(s)	Arrival Time	Event Start Time	Event End Time	Departure Time
1 st choice								
2 nd choice								
3 rd choice								

FACILITY SCHEDULING CONTACT INFORMATION

Mail:	Blue Valley School District No. 229 Facility Scheduling Office – Business and Finance Department PO Box 23901 Overland Park, KS 66283-0901		
Scheduling Questions:	Margo Dreyer	913.239.4259	mbdreyer@bluevalleyk12.org
	Meg Riggs	913.239.4258	mariggs@bluevalleyk12.org
	Phyllis Johnsen	913-239-4251	pjohnsen@bluevalleyk12.org
Billing Questions:	Joanie Grosshuesch	913.239.4662	jgrosshuesch@bluevalleyk12.org

Note: The above-named group, person, or organization agrees to indemnify and hold harmless Unified School District No. 229, Johnson County, State of Kansas ("School District"), its officers, agents, servants and employees, from any and all liability of whatever kind or nature resulting from the death of, or injury to any person or damage to any property which occurs while such person, group, or organization is occupying or using School District facilities or property. The School District may require organizations to provide proof of liability insurance coverage for certain types of high-risk activities held on School District property.

**Complete and return a minimum of 14 days prior to the requested date.
Reservations with less than 14 days' notice will be charged a \$30 processing fee.**

By signing below I agree to the terms and conditions stated on the back of this form and verify that I am solely responsible for this rental, including all applicable charges and communications with the Facility Scheduling Office.

Signature of applicant:

Date:

General Guidelines

1. A completed Facility Usage Request form must be submitted to the Blue Valley School District Facility Scheduling Department at least 14 days prior to the requested rental date.
2. 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. Any use of unscheduled time or facilities will be billed to the renter.
3. In the event of a late arrival or "no show", all assigned Blue Valley staff will wait one hour before vacating the premises. The renter will be charged a minimum of 3 hours per staff member assigned and other related costs.
4. The use of alcoholic beverages, tobacco products or open flames is not permitted in any Blue Valley School District facility or on any Blue Valley School District campus.
5. Food and beverages (including bottled water) are not allowed in any auditorium.
6. The renter is responsible for the appropriate behavior of his/her group during scheduled events.
7. No outdoor sports, such as baseball, football, softball, hockey, lacrosse, rugby, or soccer are allowed inside buildings.
8. Renters must abide by all traffic rules posted on District property.
9. The permit holder agrees that bringing portable toilets on District property is prohibited.
10. 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.
11. Rental Confirmations are non-transferable. Facilities may not be sublet.
12. The District does not discriminate against individuals, including its employees, on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, or disability. It complies with all applicable laws and regulations prohibiting such discrimination and expects the renter to comply with these laws and regulations as well.

Cancellations or Changes

The renter must notify the Facility Scheduling Office of any cancellations or changes in writing at least 14 days prior to the event. A processing fee will be assessed for any approved changes or cancellations requested less than 14 days prior to the permitted date. If 14 days are not provided, the organization may be charged for the rental, including both facility fees and labor. (Individual cases will be reviewed before a charge is assessed on a cancellation.)

Payment

You will receive an invoice the month following your last scheduled date. Payment due date is 30 days after receipt of the invoice. Failure to pay the invoice in a timely manner may result in denial of future rentals and/or other collection procedures. As requestor, you are responsible for payment. The District will assess a \$20 charge for returned checks.

Custodial

Custodians may be assigned to an event depending upon the date and time of the event, estimated attendance, necessary set-up and clean-up. Failure to provide the appropriate set-up information no later than 14 days prior to the event may result in the inability of staff to do the set-up and/or might require staff to alter your room set-up requests. Custodians have the right to refuse the performance of additional duties not originally identified by the renter.

Swimming Pools

A minimum of two certified lifeguards are required for each pool event for approximately every forty swimmers. A copy of the lifeguard's current certification must be provided to the Facility Scheduling Office.

Liability/Insurance

Renter will be responsible for and will be required to reimburse the School District for any damage to School District property as a result of using school facilities. The School District will not assume any liability for injury to persons which occurs on School District premises; and will not be responsible for personal property lost or damaged on school premises. A Certificate of Liability Insurance evidencing a minimum of \$1,000,000 of coverage for commercial general liability and naming Unified School District No. 229 as an additional insured will be required of renters. Damage to rented premises sublimit must remain at \$1,000,000 for Hilltop Conference Center, Performing Arts Centers and Little Theaters; and a minimum of \$300,000 for all other facility rentals. In general, liability insurance is not required for outdoor events, but there are certain outdoor activities for which liability insurance will be required. If food is prepared or served on School District premises, a Certificate of Liability Insurance shall be issued by either the renter or the caterer. If carnival or amusement rides are offered on any School District premises, the renter or the owner of the rides is required to provide a Certificate of Liability Insurance evidencing a minimum \$1,000,000 of coverage for commercial general liability which names Unified School District No. 229 as an additional insured. It is recommended that PTA/PTO/Booster Clubs provide liability insurance. However, in the event the School District is exposed to any liability as the result of a PTA/PTO/Booster club event on School District premises, the School District reserves the right to require liability insurance for use of School District facilities.

Weather

In the event that school is canceled due to inclement weather, all rentals are canceled. In the event that school is held, but after-school activities are canceled due to inclement weather, all after-school rentals will be canceled. In the event that school is held, but before-school activities are canceled due to inclement weather, all before-school rentals will be canceled. In addition, if the school closing date is a Friday, the permits on Saturday will resume as scheduled, unless there are additional extenuating circumstances. In case of inclement weather, the renter will be responsible for all-custodial charges associated with the snow/ice removal and extra custodial labor associated with cleaning of floors at conclusion of event.

Revised: 3/09/2020