

REVISED: 3/02/2020

**ESTABLISHED BY: Facility Scheduling Office
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BLUE VALLEY SCHOOLS BUSINESS AND FINANCE FACILITY SCHEDULING PATRON GUIDELINES

INSURANCE REQUIREMENTS

- Insurance is required for the rental of all Blue Valley School District facilities (except fields) and must be in effect for the entire range of dates requested.
- The Certificate of Liability Insurance has to name the Blue Valley School District No. 229, 15020 Metcalf, Overland Park, KS 66223 as an additional insured on that policy. Please do not use the individual school address.
- General Liability Insurance need to have a limit of at least \$1,000,000.
- 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. The damage to rented premise sublimit on your policy may not apply to the Blue Valley School District facility rental agreement. You need to check with your insurance agent to verify you have the appropriate coverage. Here is an example:
 - You are renting a Blue Valley facility for one day. Blue Valley requires \$1,000,000 of coverage. If your policy has a sublimit of \$100,000 for damage to rented premises, this would not be acceptable. However, if the definition of rented premises on your policy states rented premises is property rented for more than 7 days. This would be acceptable since you are only renting for one day the limit would not apply to this rental agreement. It must be noted at the bottom of the certificate why the damage to rented premises does not apply to the rental agreement.

- Homeowner's liability insurance coverage may be accepted as long as they meet the criteria above.
- 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. If your 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. It is your responsibility to obtain and provide the Certificate of Liability Insurance.