

**REVISED: 5/6/2021**

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

### **SCHEDULING CHURCH SERVICES**

To schedule use of Blue Valley School District facilities for Church Services, the procedures listed below should be followed.

#### **PROCEDURE**

1. Churches may rent school facilities for the purpose of holding regular weekly worship services. All rentals for an extended period of time must be approved by the Blue Valley administration.
2. The interested party must submit a letter to the Blue Valley Facility Scheduling Office, outlining their intent to acquire a permanent facility within the Blue Valley boundaries. The letter should include the building the permit holder would prefer, and desired beginning date of use, and program attendance for facility needs. This request may be submitted via mail to Blue Valley School District, Facility Scheduling Department, 15020 Metcalf, Overland Park, KS 66223.
3. Rental agreement will be for two years, with renewal options for additional years, depending on site availability.
4. Commons/cafeteria and gymnasium space are allowed for church services. Additional space may be rented if available and approved by the Principal/Building Administrator. The administrator will have sole discretion in the matter.
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 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. No school or campus will be assigned more than one church. No church may use more than one school unless they are attached schools, such as; Lakewood Elementary and Lakewood Middle Schools.

## **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. 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 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 maximum 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.
- Use of District equipment, including audio-visual equipment, must be coordinated with the Facility Scheduling Office in advance for an additional fee. Depending on the equipment used, an event supervisor may be required for an additional fee.
- 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 Churches**

- The permit holder will provide the Facility Scheduling Office with a visual layout for weekly set-up, to be referenced by the custodial staff as needed. All changes to the standard set-up must be submitted at least fourteen (14) days prior to the scheduled event to avoid a processing fee.