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

SCHEDULING HILLTOP CONFERENCE CENTER

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

PROCEDURE

1. Complete and submit the Online Reservation Request. You may obtain this in the following way:
 - **Online Reservation Request:** Go to www.bluevalleyk12.org. Select the blue drop-down menu in the top right corner that says "I would like to..." From that list, select "Rent School Facilities." On the facility rental page, click "Reservation Request."
2. 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.
3. Requests are processed in the order received.
4. Please allow 14 days for approval. Requests for use of Hilltop Conference Center facility may take additional time. Some events with special needs for set-up or labor assignments may also 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.

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 of 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.
- Tipping of any Blue Valley School District staff member is not allowed.
- 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 Hilltop Conference Center

- The renter is responsible for the appropriate behavior of his/her group during scheduled events.
- An Event Supervisor as well as adequate custodial staffing is required. If complicated AV needs are requested IT Personnel will be assigned if available.
- Renters may be asked to provide volunteer staffing to ensure that attendees stay within the designated area(s).
- 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.
- All decorations must be approved upon submission of your request form.
- Helium balloons must be properly secured.
- Food and beverage details should be submitted on the request form and must be approved.
- No physical activities or carnival type events are 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 walls
- No glitter is allowed.
- If you are a first time renter and you wish to have a brief tour of the conference center, you must contact Facility Scheduling. Appointments will only be scheduled between 8am-4pm. We require a minimum of 48 hours' notice to schedule an appointment.
- All correspondence involving details and requested changes should be via email with the Facility Scheduling Specialist at least 14 days prior to the event.
- Providing accurate maximum 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 attendees, staff or district property is in question.