

TERMS AND CONDITIONS

Scheduling

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.

Rental Confirmations are non-transferable. Facilities may not be sublet.

The District does not discriminate against individuals 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 changes in writing. A processing fee will be assessed for any approved changes requested once a confirmation has been finalized and the renter has accepted the confirmation.

Change Fee – A processing fee will be charged per change for miscellaneous items, such as, but not limited to; adding equipment, changing start/end times, etc. This does not allow the change or addition of a date. This is charged once a confirmation is issued.

Cancellation Fee – 25% of the total reservation fee, including labor will be invoiced to the renter. This is charged once a confirmation is issued and 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 is charged once a confirmation is issued and 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.

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.

Payment

You will receive an invoice the month following your last scheduled date. 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.

General PAC/Little Theater Guidelines

1. The renter is responsible for the appropriate behavior of his/her group during scheduled events.
2. Renters must abide by all traffic rules posted on District property.
3. 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.
4. Renters shall enter and vacate the building at the time designated on the rental permit.
5. The renter must confine their group to the areas assigned for their use.
6. Standing on theater seats is not allowed.
7. Aisles and front of stage must be open and free of equipment and individuals due to fire code and safety regulations.
8. No items are allowed to be pinned or stapled to the stage curtains.
9. No glitter is allowed in the auditorium, dressing rooms, or classrooms.
10. If you are a first time renter and you wish to have a brief (15 minute) tour of the auditorium, you must contact the Facility Scheduling Office to schedule an appointment. Appointments will only be scheduled between 3 - 4pm, Monday – Friday. We require a minimum of 48 hours' notice to schedule an appointment.
11. 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.
12. You must contact your PAC Supervisor a minimum of 14 days prior to your event to discuss the details of your event.
13. All correspondence involving details and requested changes should be via email with the PAC Supervisor and the Facility Scheduling Specialist.
14. Providing accurate maximum attendance estimates is critical in scheduling your event. Inadequate attendance estimates could result in inadequate staffing and additional costs.
15. 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.

Alcoholic Beverages

The use of alcoholic beverages, tobacco products is not permitted in any Blue Valley School District facility or on any Blue Valley School District campus, including parking lots.

Food and Beverages

Food and beverages (including bottled water) are not allowed outside the commons. Volunteers from your group should be stationed at each door to ensure that food and drink do not enter the auditorium.

Firearms and Weapons

The possession of firearms or weapons on school property is prohibited except by authorized security personnel. The use of any weapons as stage props must be approved in advance by the District.

Open Flames or Pyrotechnic Effects

The use of open flames (including incense materials) and pyrotechnical devices is not permitted in any Blue Valley School District facility or on any Blue Valley School District campus.

Custodial

Custodians may be assigned to an event depending upon the date and time of the event, maximum estimated attendance, necessary set-up and clean-up. Failure to provide the appropriate set-up information a minimum of 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 and listed on the confirmation.

Security

Blue Valley School District has the right to assign security personnel to any event deemed necessary.

Tipping

Tipping of any Blue Valley School District staff member is not allowed.

Liability/Insurance

A Certificate of Liability Insurance must accompany each auditorium request. The 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. 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.

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 permits will be canceled. For rentals on non-school days the Facility Scheduling Information Line (913.239.4490) will be updated with any cancellations. 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. If you decide to cancel your reservation on a non-school day due to inclement weather, you must call the On-call Custodial Pager (816.989.5395). For reservations starting prior to 1pm the cancellations should be made by 9pm the evening prior. For reservations starting at or after 1pm the cancellations should be made by 8am that day.

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 Derry	913.239.4259	mderry@bluevalleyk12.org
	Phyllis Johnsen	913.239.4251	pjohnsen@bluevalleyk12.org
	Meg Riggs	913.239.4258	mariggs@bluevalleyk12.org
Billing Questions:	Joanie Grosshuesch	913.239.4662	jgrosshuesch@bluevalleyk12.org
<p>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.</p>			
<p>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.</p>			
<p>By signing below I agree to the terms and conditions stated on this form and verify that I am solely responsible for this rental, including all applicable charges and communications with the Facility Scheduling Office.</p>			
Signature of applicant:			Date: