

**REVISED: 12/16/2020**

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

### **SCHEDULING CLASSROOMS**

To schedule use of Blue Valley School District Classrooms 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](http://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 high school facilities 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. Computer Labs would require the liability insurance.
- 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.
- 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 Classrooms**

- Instructional items / classroom supplies / technology equipment within the classroom are not available for use by the permit holder.
- The permit holder agrees to preserve any writings on chalk/dry erase boards.
- The permit holder agrees to maintain the classroom furniture set-up as it is currently.
- Food and drink are not permitted inside classrooms.