

**REVISED: 10/28/2020**

**ESTABLISHED BY: Facility Scheduling Office  
PHONE NUMBER: 913.239.4251**



## **BLUE VALLEY SCHOOLS BUSINESS AND FINANCE FACILITY SCHEDULING PATRON GUIDELINES**

### **WINTER INCLEMENT WEATHER CANCELLATION**

Every effort will be made to have the District's buildings open for rentals in inclement weather conditions. However, in those rare instances when power is lost and/or the weather is so severe that it is impossible to clear the walks and parking lot, the District will have no choice but to close buildings resulting in rental cancellations.

In the event of extreme weather conditions and/or power outages, the Facility Rental and Scheduling Department will communicate through a telephone information line.

- The Facility Scheduling Telephone Information Line will provide a line of communication from the District to the permit holders. You may call this number to see if rentals have been cancelled due to inclement weather during the winter months.

Facility Scheduling Telephone Information Phone Number: (913) 239-4490

### **School Days:**

- School is moved to virtual for a full day or has a delayed start due to inclement weather = If the weather forecast is extreme enough to warrant cancellation of the school day's rentals (reservations starting prior to 4:00pm) this determination will be made by **9:00pm** on the evening before. The cancellation status will be reviewed again by **1:00pm** for reservations starting at or after 4:00pm.
- School is held, but **before-school activities** are cancelled = All before-school reservations are cancelled.
- School is held, but **after-school activities** are cancelled = All after-school reservations are cancelled.

- If the school closing date occurs on a Friday, it is assumed that reservations on Saturday will be held unless there are additional extenuating circumstances.

### **Non-school Days:**

If inclement weather is anticipated in advance of a weekend or a non-school day, and reported during regular District business hours, the Facility Scheduling Office will notify upcoming permit holders of the potential for an inclement weather cancellation. This notification will be done via e-mail.

If the weather forecast is extreme enough to warrant cancellation of the following morning's rentals (reservations starting prior to 1pm) this determination will be made by **9:00 pm** on the evening before. The cancellation status will be reviewed again by **9:00 am** for reservations starting at or after 1:00 pm.

In the event of a closing of District facilities, a message will be on the Facility Scheduling Information Line, (913) 239-4490, detailing the closing of buildings. This phone number is listed on all Rental Confirmations under Conditions of Use. Reservation holders of Blue Valley School District facilities should call the Facility Scheduling Information Line to determine if facilities have been closed due to inclement weather.

### **Procedures for patrons to follow if they are requesting a reservation cancellation on Non-school Days:**

To be used by reservation holders only in the event of requesting a cancellation due to extreme weather conditions.

Permit holders will call the On-Call Pager number listed on their Rental Confirmation. They will notify the On-Call Custodian of the cancellation due to extreme weather conditions. Permit holders must also email the Facility Scheduling Office within 24 hours of their scheduled permit time to provide notice of the cancellation.

Decisions for reservations starting prior to 1:00 pm, the cancellations should be made by 8:00 pm the evening prior. Decisions for reservations starting at or after 1:00 pm, the cancellations should be made by 8:00 am that day.