

REVISED: 8/29/2023

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

SCHEDULING GYMNASIUMS

To schedule use of Blue Valley School District Gymnasiums 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. Include a copy of your Certificate of Liability Insurance. The Certificate should list Blue Valley School District No. 229 as additional insured. See below for additional insurance information.
3. Requests are processed in the order received and may be submitted according to the following dates:
 - a. Phase I Fall (Aug. – Oct.) – accept requests beginning April 1
 - b. Phase II Winter (Nov. – Feb.) – accept requests beginning July 1
 - c. Phase III Spring (Mar. – May) – accept requests beginning Nov. 1
 - d. Phase IV Summer (June/July) – accept requests beginning Feb. 1
4. Please allow a minimum of 14 days for approval. Some events requiring special set-up or labor assignments may 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.

TIMETABLE FOR REQUESTING GYM USE

Gym time will be scheduled in the following phases.

- **Phase I** – August through October
- **Phase II** – November through February
- **Phase III** – March through May
- **Phase IV** – June and July

Phase I: Request for gym use during Phase I may not be scheduled until late June or early July to allow time for the schools to complete the current school year and enter activities for the following school year.

Phase II:

Requests for gym use during Phase II may not be scheduled until late August or early September. The hours of 6pm-9pm, Monday – Friday, are limited to youth groups. Adult groups may schedule time after 9pm, Monday – Friday, based on availability.

During Phase II the community demand for gym space often significantly exceeds the supply of gyms available within Blue Valley. Due to the limited number of gyms available during Phase II, we would encourage you to explore other options in the event we are unable to fulfill your needs.

Phase III: Requests for gym use during Phase III will be processed in late January.

Phase IV: Requests for gym use during Phase IV will be processed in late March once the final day of school is announced. Due to limited summer staffing, custodial labor charges will be applied for Monday through Thursday evenings and Friday through Sunday all day. Availability may be limited in the summer due to construction projects, maintenance, and/or storage.

INSURANCE

Liability insurance is required for the rental of all Blue Valley School District gym use and must be in effect for the entire range of dates requested. It is your responsibility to obtain and provide a copy of your organization's Certificate of Liability Insurance.

- We require a minimum of \$1,000,000 liability insurance for use of Blue Valley School District gyms.
- The Certificate of Liability Insurance should list Blue Valley School District No. 229 as additional insured.

- If your group or team is sponsored by a larger organization, that organization may hold a Certificate of Liability Insurance that covers you as well. It is your responsibility to obtain and provide a copy of this certificate to the Blue Valley School District Facility Scheduling Office.
- If your liability insurance is obtained through an affiliated organization, please be sure to note the name of your team or contact person in the margin of the certificate when you submit the document.
- A rental confirmation will not be issued until the liability insurance has been checked for accuracy and completeness by the Facility Scheduling Office and/or Risk Manager.

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.
- 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 or drugs is 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.
- The District reserves the right to cancel facility usage if needed for a school activity at any time.

Specific to Gymnasiums

- All participants must wear proper gym shoes. Any shoes worn for use other than on gym floors are unacceptable.
- The permit holder shall provide all basketballs and volleyballs. The District may provide basketball goals and volleyball standards with nets; the use of any other gym equipment is prohibited. Small-scale basketball goals are not to be used by adults.

- Outside doors shall be kept closed. Due to fire regulations, entrance doors shall remain unlocked during rental use. It will be the responsibility of the permit holder to control the entrance to the gym.
- No District shower facilities shall be used unless specifically provided for in the rental agreement.
- Non-school groups will not be allowed to play football, baseball, softball, lacrosse, rugby, or soccer in the buildings, nor will equipment for these activities be allowed in the facility. Futsal is an acceptable activity.
- Food and drink cannot be consumed in the gymnasium, except for water or sports drinks which must have spill-proof lids.
- The District reserves the right to schedule other activities or events in other parts of the building or facility not covered by a rental agreement.
- The permit holder is expected to communicate gym usage guidelines to all participants and to monitor the activities of their group during the permitted event. The custodian on duty should be contacted if any problems arise.