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# BLUE VALLEY SCHOOLS
# BUSINESS AND FINANCE
# ADMINISTRATIVE GUIDELINES

## ALLOWABLE / PROHIBITED ACTIVITIES

The following is a list of conditions under which the permit holder is to adhere to for use of the Blue Valley School District Facilities. Failure to do so could result in additional fees, charges for damage, or denial of future requests. The items allowed or prohibited are subject to change without notice and are at the discretion of the District based upon individual administrators, risk management, and the Facility Scheduling Office.

### All Buildings/Areas

- The permit holder agrees to confine all individuals to the rooms, corridors, and areas 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 occupancy of the area being used.
- The permit holder agrees to advertise and enforce the District's policy concerning the prohibited use of tobacco, alcohol, other drugs, or weapons on Blue Valley School District property.
- The permit holder agrees that bringing portable toilets on Blue Valley School District property is prohibited.
- The permit holder agrees that no hand-to-hand combat activities (matches, tournaments, competitions, etc.) will be conducted. Martial arts activities may only be scheduled for demonstration purposes.
- Advertisements and banners will be allowed with the following stipulations:
  - No permanent advertisements will be allowed on school property.
  - School District Officials must approve the content and design of the advertisement in advance.
  - No construction will be permitted for advertisements, and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.

- Banners and advertisements are immediately removed following the event.

**Activity/Pod Areas**

- Best suited for sit-down meetings, activities requiring a carpeted open area accommodating 30-100 people (dependent on the location of the area, elementary, middle school, or high school).
- The permit holder is prohibited from conducting any activity involving food or beverages in these areas.

**Classroom**

- Instructional items/classroom supplies and computers within the classroom are not available for use. Projectors and screens can be rented, but must be included on the reservation request form.
- The permit holder agrees to preserve any writings on chalk/dry-erase boards within the classroom.
- The permit holder agrees to maintain the classroom furniture set-up as it is currently.
- Food and drink are not allowed inside classrooms.

**Commons**

- Best suited for sit-down meetings, activities requiring a tiled, open area accommodating 100-250 people (dependent on the location of the area, elementary or middle school).
- The use of kitchen facilities must be coordinated with the Food & Nutrition Services Department, and at least one Food & Nutrition Services staff member must be present when the kitchen is used. For kitchen use, please call 913-239-4062 after scheduling use of the commons/cafeteria with the Facility Scheduling Office.
- The permit holder understands that the rental of an elementary or middle school commons does not include the stage unless specifically requested on the rental agreement for an additional fee.
- The permit holder agrees to advertise and enforce the District's policy regarding the prohibited use of open flames within Blue Valley School District facilities.
- The permit holder agrees to keep any Propane tanks outside.

**Conference/Meeting Rooms – District Office/Hilltop**

- Room set-up can be changed for the Commons, the High Plains, and Conference Rooms ABC; the set-up in all other rooms must remain the same.

**District Activity Complexes**

- The permit holder for field rentals agrees to confine all spectators to the grandstand area. Only event participants are to be on the track or playing fields.
- The permit holder agrees to limit the number of tickets distributed to the seating capacity of the grandstand.
- No motorized vehicles will be allowed inside the field area, including the track and playing field.

**Fields – Natural Turf**

- Permit holders are requested to use good judgment with field use during inclement weather and when conditions are such that use would potentially damage the field.
- Trash receptacles are provided and emptied regularly. Please take a few extra minutes to pick up the trash at the end of each permit use to ensure additional fees are not assessed.
- No motorized vehicles will be allowed inside the field area, including the track and playing field.

**Fields – Synthetic Turf**

- Fields must not be utilized when there is any frozen moisture on the field, including but not limited to ice, snow, sleet, freezing rain, and/or standing water.
- Fire or fire-producing equipment is prohibited.
- Food is not permitted on the field, including but not limited to gum, sunflower seeds, candy, soda, energy drinks, and popcorn.
- Trash receptacles are provided and emptied regularly. Please take a few extra minutes to pick up the trash at the end of each permit use to ensure additional fees are not assessed.
- No motorized vehicles will be allowed inside the field area, including the track and playing field.

**Gymnasiums**

- Activities allowed include, but are not limited to, basketball, volleyball, futsal, cheerleading, gymnastics, church services, sit-down meetings, and other presentations.
- Activities and equipment prohibited include, but are not limited to, baseball, softball, soccer, lacrosse, rugby, and football.
- Any furniture or equipment used within the gymnasium must have rubber tips, a plastic base, and/or tarps protecting the floor.
- Food and drink cannot be consumed in the gymnasium, except for water or sports drinks, which must have spill-proof lids.

**Library**

- The permit holder is prohibited from using instructional items or classroom supplies, and audio-visual equipment within the library.
- The permit holder agrees to preserve any writings on chalk/dry-erase boards within the library.
- Libraries are limited to adult-only sit-down meetings.
- Food and drink are not allowed inside the library.

**Parking Lots**

- The permit holder agrees to enforce the District's posted rules and regulations of the property and adjoining parking lots.

**Performing Arts Centers**

- The permit holder agrees to limit the number of tickets distributed to the seating capacity of the Performing Arts Center.
- The permit holder agrees to advertise and enforce the District's policy concerning the prohibited use of open flames within Blue Valley School District facilities.

**Playgrounds**

- Available for general use by the community. Playgrounds may be scheduled through the Facility Scheduling Office for organized play. It is presumed that "walk-on" users will depart the area for anyone with scheduled use.

**Swimming Pools**

- The permit holder agrees to hire and have on deck during permitted times the appropriate number of lifeguards based on the number of swimmers. (1:20 ratio, minimum of 2 lifeguards)

**Tennis Courts**

- Available for general use by the community. Courts may be scheduled through the Facility Scheduling Office for organized play. It is presumed that "walk-on" users will depart the court for anyone with scheduled use.

**Tracks**

- Available for general use by the community. The track may be scheduled through the Facility Scheduling Office for organized use. It is presumed that "walk-on" users will depart the court for anyone with scheduled use.
- Cleats are not allowed on track surfaces.
- No motorized vehicles will be allowed inside the field area, including the track and playing field.

**Weight Rooms**

- Available only for school district use.