



BLUE VALLEY SCHOOLS BUSINESS AND FINANCE STANDARD OPERATING PROCEDURE

SCHEDULING COMMONS/CAFETERIAS

To schedule use of Blue Valley School District Commons/Cafeterias 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 <https://www.bluevalleyk12.org/about/dept/business-operations/facility-rental>.
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 the facility fee and labor. (Individual cases will be reviewed before a charge is assessed for 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 if 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.
- 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, and drugs is not permitted in any Blue Valley School District facility.
- No open flames (including incense) are permitted inside 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 Commons/Cafeteria

- 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 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/cafe with the Facility Scheduling Office.**