



BLUE VALLEY SCHOOLS BUSINESS AND FINANCE STANDARD OPERATING PROCEDURES

SCHEDULING FIELDS

To schedule the use of Blue Valley School District Fields 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:
2. **Online Reservation Request:** Go to <https://www.bluevalleyk12.org/about/dept/business-operations/facility-rental>. Requests are processed in the order received and may be submitted according to the following dates:
 - a. Fall (Mid Aug. – Oct.) – accept requests beginning April 1
 - b. Winter (Nov. – Feb.) – accept requests beginning July 1
 - c. Spring (Mar. – May) – accept requests beginning Nov. 1
 - d. Summer (June/July) – accept requests beginning Feb. 1
3. Please allow a minimum of 14 days for approval. Some events requiring special set-up or labor assignments may also take additional time.
4. 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.)
5. 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.
6. Upon approval, a reservation confirmation will be emailed.

REQUESTING ELEMENTARY AND MIDDLE SCHOOL FIELDS

Field time will be scheduled in the following phases.

- **August through October**
- **November through February**
- **March through May**
- **June through July**

The community demand for field space often significantly exceeds the supply of fields available within Blue Valley. Due to the limited number of Blue Valley fields, we would encourage you to explore other options in the event we are unable to fulfill your needs.

FALL: Requests for field 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.

WINTER: Requests for field use during Phase II may not be scheduled until late August or early September. During Phase II, there is extremely limited field availability.

SPRING: The review of field requests will begin once field conditions can be assessed after the winter dormant season, typically late January or early February.

SUMMER: Requests for field use during Phase IV will be processed in late March once the last day of school is announced. Due to summer maintenance and construction, not all locations may be available.

REQUESTING HIGH SCHOOL FIELDS and DISTRICT ATHLETIC COMPLEXES

Synthetic Turf Football Fields

Blue Valley School District offers the use of the synthetic turf fields located at each high school. The synthetic turf football fields at Blue Valley North, Blue Valley West, and Blue Valley Southwest are considered synthetic turf field locations. The synthetic turf fields at Blue Valley High and Blue Valley Northwest are considered District Activity Complexes.

FALL: The fields are generally available for limited weekend use. The high schools will likely have the fields heavily scheduled for weekend practices and/or make-up games.

WINTER: The field's availability is extremely limited due to adverse weather conditions.

SPRING: The fields are generally available for weekend use and after 6:30 p.m. on weekdays. The high schools will have priority use of the fields for rain-date rescheduled activities and additional practices.

SUMMER: The fields are available with the exception of high school/district activities and/or any maintenance or construction projects.

Natural Turf Football Fields and Soccer Fields

Blue Valley School District does not offer regular use of the natural turf football or soccer fields at any of the high schools. These fields are maintained and utilized for the high school activities. It is the intent of the District to maintain these fields for optimum practicing conditions and permit them on a limited basis during non-playing seasons.

Baseball and Softball Fields

The District provides limited use of these fields on weekends and after 6 p.m. on weekdays.

GUIDELINES FOR ALL FIELD USE

The following is a list of conditions under which the permit holder is to follow for use of the Blue Valley School District fields. Failure to do so could result in additional fees, charges for damage, or denial of future requests for use.

- Sportsmanlike conduct is expected at all times on Blue Valley School District fields. Youth sports provide an example of leadership, cooperation, and good citizenship.
- In the event of inclement weather on your scheduled date and practice is cancelled, you must notify the Facility Scheduling Office via email within 24 hours to credit your account. Please use good judgment with field use during inclement weather and when conditions are such that use would potentially damage the field.
- 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.
- Trash receptacles are provided and emptied on a regular basis. Please pick up the trash at the end of each field use to ensure additional fees are not assessed.
- If you witness vandalism, please call 911 immediately. If you find vandalism upon your arrival, please email the Facility Scheduling Office to report the

damage, including a picture if possible. We thank you for your assistance with this.

- Take your rental confirmation with you each time you use the field. This is your proof of your scheduled use of the facility. Other groups trying to walk on would not have a rental confirmation; however, this offers written proof that you are scheduled for use of the field.
- The transfer or sublease of any rental agreement for use of District facilities is strictly prohibited.
- Permit holder agrees to confine all spectators to the grandstand area. Only participants are to be on the track or playing fields.
- Permit holder agrees to limit the number of tickets distributed to the seating capacity of the grandstand area.
- No motorized vehicles will be allowed inside the field area, including the track and playing field.
- Permit holder agrees that bringing portable toilets on District property is prohibited.
- Permit holder agrees to advertise and enforce the District's policy with regard to the prohibited use of tobacco, alcohol, or other drugs in the complex.
- Permit holder agrees to enforce the District's posted rules and regulations of the property and adjoining parking lots.
- 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.
- The Facility Scheduling Office will determine custodial and maintenance personnel schedules (on an individual use basis).
- 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.

FEES

Fees assessed for fields vary depending on the location, the size, and the activity requested. Please contact the facility scheduling office for the appropriate fee assigned to a location.