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BLUE VALLEY SCHOOLS
BUSINESS AND FINANCE
STANDARD OPERATING PROCEDURE

SCHEDULING PERFORMING ARTS CENTERS

To schedule the use of the Blue Valley School District Performing Arts Center 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. Events are scheduled only within a 4-month window of time. Anything requested outside a 4-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 a Performing Arts Center facility may take additional time. Some events with special needs for set-up or labor assignments may also take additional time.
5. Upon tentative approval, you will have one week (7 days) to submit your certificate of liability insurance for $1,000,000 to the Facility Scheduling department.
    a. On Day 8, the reservation will either be (A) finalized and a confirmation will be issued via email or (B) cancelled, and your request forms will be filed.

b. Any changes/cancellations on a finalized confirmation will incur the following fees:
    - Change Fee - A processing fee will be charged per change for miscellaneous items, such as adding equipment, changing start/end times, etc. This does not allow the change or addition of a date.
    - Cancellation Fee – 25% of the total reservation fee, including labor, will be invoiced to the renter. This will not be applied to the cost of a new reservation.
    - Change of Date Fee – 25% of the total reservation fee, including labor, will be invoiced to the renter. This will not be applied to the cost of a new reservation. The renter would then be required to submit a new request form with applicable fees assigned.

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 or 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.
- Tipping of any Blue Valley School District staff member is not allowed.
- 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 Performing Arts Centers

- The renter is responsible for the appropriate behavior of his/her group during scheduled events.
- Renters must abide by all traffic rules posted on District property.
- All signs, banners, or flyers advertising services or products must be approved in advance by the District. The District reserves the right to remove, or order the removal of, any signs that conflict with other contractual obligations of the District.
- Renters shall enter and vacate the building at the time designated on the rental permit.
- The renter must confine their group to the areas assigned for their use.
- Food and beverages (including bottled water) are not allowed outside the commons.
- Standing on theater seats is not allowed.
- Aisles and front of stage must be open and free of equipment and individuals due to fire code and safety regulations.
- No items are allowed to be pinned or stapled to the stage curtains.
- No glitter is allowed in the auditorium, dressing rooms, or classrooms.
- If you are a first-time renter and you wish to have a brief (15-minute) tour of the auditorium, you must contact the Facility Scheduling Office to schedule an appointment. Appointments will only be scheduled between 3 pm and 4 pm. We require a minimum of 48 hours' notice to schedule an appointment.
- If you are not a first-time renter and you wish to have a tour of the auditorium, this must be requested with the original request form. Fees may be incurred.
- You must contact your PAC Supervisor a minimum of 14 days prior to your event to discuss the details of your event.
- All correspondence involving details and requested changes should be via email with the PAC Supervisor and the Facility Scheduling Specialist.
- Providing accurate maximum attendance estimates is critical in scheduling your event. Inadequate attendance estimates could result in inadequate staffing and additional costs.
- The user is responsible for ensuring children always stay with an adult. Immediate cancellation of an event could occur if the safety of the audience, staff, or district property is in question.