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

INSURANCE REQUIREMENTS

Effective 08/01/2026

- Insurance is required to be on file and current for the rental of Blue Valley School District facilities.
- The Certificate of Liability Insurance must have Blue Valley USD #229, 15020 Metcalf, Overland Park, KS 66223 as an additional insured.
- General Liability Insurance must be for a minimum of $1,000,000.00
- 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. If your insurance is obtained through an affiliated organization, please be sure to note the name of your team or contact person on the margin of the certificate.
- Otherwise, the name of the renter or renting group must match the name of the insured on the Certificate of Liability insurance. This insurance must meet all requirements noted above.
- Homeowner's liability insurance coverage may be accepted if it meets the minimum requirements stated above.
- Rentals will not be confirmed until the minimum insurance requirements are met, and the Certificate of Insurance is provided to the Facility Scheduling Department. All rental request require insurance, and if not submitted in a timely manner is subject to the request being cancelled.