

REVISED: 4/2/24

**ESTABLISHED BY: Facility Scheduling Office
PHONE NUMBER: 913.239.4251**



BLUE VALLEY SCHOOLS BUSINESS AND FINANCE FACILITY SCHEDULING PATRON GUIDELINES

INSURANCE REQUIREMENTS

- Insurance is required for the rental of all Blue Valley School District facilities with the exception of fields and sit-down meetings that do not have food. Any rentals at Hilltop Conference Center or in a performing arts center will require insurance.
- The Certificate of Liability Insurance has to name the Blue Valley School District No. 229, 15020 Metcalf, Overland Park, KS 66223 as an additional insured on that policy. Please do not use the individual school address.
- General Liability Insurance. You will need to have a limit of at least \$1,000,000.
- Homeowner's liability insurance coverage may be accepted as long as it meets the criteria above.
- 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 in the margin of the certificate. It is your responsibility to obtain and provide the Certificate of Liability Insurance.