REQUESTING GYMNASIUMS

To request use of court space at Blue Valley Recreation Center at Hilltop for athletic activities, the procedures listed below should be followed.

PROCEDURE

1. Complete and submit an electronic Court Request Form. If provided a physical form, you may submit the form in the following ways:
   a. Via email sent to: rec_rentals@bluevalleyrec.org
   b. Via fax sent to: (913) 685-6095
   c. Deliver to front desk staff at the Blue Valley Recreation Center at Hilltop
2. Include a copy of your Certificate of Liability Insurance. The Certificate should list Blue Valley Recreation Center at Hilltop as additional insured. See below for additional insurance information.
3. Requests are processed in the order received and are subject to availability.
4. Please allow a minimum of 7 days for approval. Some events requiring special setup or labor assignments may 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.
6. A 7 day permit change notice is required.
7. Upon approval a reservation confirmation will be emailed.
8. A Certificate of Liability Insurance, a signed rental agreement, a completed team roster, and payment is due at the time of confirmation from a Reservation Specialist. If these requirements are not received by the deadline, the reservation will be cancelled and the permit holder will be notified via email.

INSURANCE

Liability insurance is required for the rental of court space at the Blue Valley Recreation Center at Hilltop and must be in effect for the entire range of dates requested. It is your responsibility to obtain and provide a copy of your organization’s Certificate of Liability Insurance.

- We require a minimum of $1,000,000 liability insurance for use of Blue Valley Recreation Center at Hilltop court space.
- The Certificate of Liability Insurance should list Blue Valley Recreation Center at Hilltop as additional insured.
- 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. It is your responsibility to obtain and provide a copy of this certificate to the Blue Valley Recreation Center at Hilltop Rec Rentals department or front desk staff.
- If your liability 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 when you submit the document.
- You should send a copy of your liability insurance with each rental request. It should not be presumed the copy sent for another request will apply to a new request for facility use.
GUIDELINES FOR FACILITY USE

- All events engaging in physical activity must be covered by a minimum of $1,000,000 liability insurance naming Blue Valley Recreation Center at Hilltop as additionally insured on a per use (permit) basis.
- The permit holder must confine all individuals to the courts, 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 Blue Valley Recreation facilities is strictly prohibited.
- Setup requests and estimated attendance must be completed on the Court Request Form.
- The use of alcoholic beverages, tobacco products, or drugs are not permitted in the Blue Valley Recreation Center at Hilltop or on the Blue Valley School District grounds.
- The Blue Valley Recreation Commission 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 Blue Valley Recreation Commission is not responsible for the property of the permit holder or individuals attending events scheduled by the permit holder.

SPECIFIC TO GYMNASIUMS

- All participants must wear proper gym shoes. Any shoes worn for use other than on gym floors are unacceptable.
- The permit holder shall provide all basketballs and volleyballs. The Blue Valley Recreation Center at Hilltop will provide basketball goals and volleyball standards with nets. Small-scale basketball goals are not to be used by anyone over the age of 9 years old.
- No Blue Valley Recreation Center at Hilltop shower facilities shall be used unless specifically provided for in the rental agreement.
- Only basketball, volleyball, and pickleball are permitted in the gymnasium. Equipment for non-related activities is not allowed in the facility.
- The Blue Valley Recreation Center at Hilltop reserves the right to schedule other activities or events in other parts of the building or facility not covered by a rental agreement.
- The permit holder is expected to communicate gym usage guidelines to all participants and to monitor the activities of their group during the permitted event. The Manager on Duty should be contacted if any problems arise.