Rental Guidelines for the Recreation Center at Hilltop

Initial on the line provided after each guideline.

1. To ensure that requested dates are reserved, payment is due in full at the time of confirmation from a Reservation Specialist.  
2. An individual must be 21 years of age to reserve at Blue Valley Recreation Center at Hilltop.  
3. A schedule of all activities and programs associated with the rental must be provided to Blue Valley Recreation Center at Hilltop Campus.  
4. A roster of all participants and spectators must be submitted at least 48 hours prior to a rental.  
5. All participants and spectators must check-in at the front desk for their party’s reservation. Individuals not listed on the provided roster must scan their Blue Valley Recreation Center member key fob or purchase a day pass to enter the facility.  
6. Food and refreshment is permitted in designated areas.  
7. To protect the facilities, we don’t allow adhesive, duct or cellophane tape or any equipment that may damage equipment or property.  
8. Renter is responsible for any damage to Recreation Center equipment or property.  
9. If required a copy of your Liability Insurance. *Not required by registered BVRC league teams during the season.  
   a. Liability insurance is required for the rental of all Blue Valley Recreation Center gym use 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.  
      i. We require a minimum of $1,000,000 liability insurance for use of Blue Valley Recreation gyms.  
      ii. The Certificate of Liability Insurance should list Blue Valley Recreation Commission as additional insured.  
      iii. 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.  
      iv. 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.  
      v. 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.  
10. Renter shall use the Premises hereby rented exclusively for the purpose as described on the Rental Permit and will not, without written consent of BVRC, assign this agreement, nor let or
sublease the whole, or part, of the said Premises, nor make any alterations therein or thereupon. ____

11. Renters associated organization/representative agrees to abide by all rules and regulations of BVRC and the laws of the state of Kansas and of the United States of America, and to obey all BVRC rules and regulations. ____

12. Facility cancellations must be made in person or writing fourteen (14) business days prior to the event to receive a refund. ____

13. In the event of severe weather, Blue Valley Recreation will reasonably attempt to reschedule rental time. ____

14. Participants must wear proper gym shoes. Any shoes worn for use other than on gym floors are unacceptable. ____

15. The permit holder shall provide all basketballs and volleyballs (if applicable). ____

16. Anyone violating the established Usage Guidelines may be asked to leave the facility. Misuse of the Recreation Center or behavior deemed inappropriate by Blue Valley Recreation staff will be sufficient reason for immediate termination of the usage agreement. ____

17. Additional charge will be applied to groups who fail to vacate at the specified time. ____

18. If additional custodial maintenance is required after an activity (other than normal cleaning), the renter may be charged accordingly. ____

Please read and sign the following waiver. Permit must be signed.

The named person/organization below agrees to indemnify and hold harmless the Blue Valley Recreation Commission, its officers, agents, servants, and employees from any and all liabilities arising out of damages or injuries to any person or property arising out of, related to, or in connection with any act or omission of the named person/organization (irrespective of whether negligent) while such person/organization is occupying or using the Blue Valley Recreation Commission. Alcohol, tobacco products or firearms are not allowed in our building or on the grounds.

I have read the Usage Guidelines and understand that failure to comply with the guidelines results in forfeiture of future use of the Blue Valley Recreation Center at Hilltop.

______________________________________________________________________________
Signature of Applicant Date

OFFICE USE ONLY

Signature of BVRC Staff denotes approval of permit.

BRVC Staff____________________ Date________________

☐ Entered in Facility Reservations   Total Amount Due_________________________ Paid on__________