

Spring Hill School District

2010-2011 Facility Scheduling Calendar and Insurance Requirements

2010-2011 FACILITY SCHEDULING CALENDAR

Facilities will **not** be scheduled on the following dates:

HOLIDAYS

| | |
|----------------------------------|-------------------|
| Labor Day | September 6, 2010 |
| Christmas Eve | December 24, 2010 |
| Christmas Day | December 25, 2010 |
| New Years Day Legal Holiday | December 31, 2010 |
| New Years Day | January 1, 2011 |
| Martin Luther King Jr.'s Holiday | January 17, 2011 |
| President's Day | February 21, 2011 |
| Memorial Day | May 30, 2011 |
| Independence Day | July 4, 2011 |

CONFERENCES

| | |
|----------------------------|---------------------------------------|
| Parent/Teacher Conferences | September 22, 2010 (High School only) |
| | October 13 & 14, 2010 |
| | February 16 & 17, 2011 |

BREAKS

| | |
|----------------------|------------------------------------|
| Thanksgiving Break | November 24, 25 & 26, 2010 |
| Thanksgiving Weekend | November 27 & 28, 2010 |
| Winter Break | December 18, 2010– January 4, 2011 |
| Spring Break | March 11-20, 2011 |

OTHER – INCLEMENT WEATHER

Your event is automatically cancelled when school is canceled because of weather.

FACILITY SCHEDULING INSURANCE REQUIREMENTS

- Insurance is required for the rental of all Spring Hill School District facilities (except fields) and must be in effect for the entire range of dates requested.
- The Certificate of Liability Insurance should name the Spring Hill School District #230 (101 E. South Street, Spring Hill, KS 66083) as “additionally insured” with coverage of at least \$500,000. The certificate should also include the name of your team or contact person (Be sure to retain a copy of the certificate for your records.)
- 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 INSURANCE.**
- The AIM Group Insurance Agency (913-592-4440) is an insurance agency that offers “per use” insurance certificates and is familiar with Spring Hill School District requirements. The District does not endorse this company but provides its name as a service for individuals or groups without an insurance certificate.
- “Homeowner’s” or “umbrella” insurance policies will not be accepted as adequate insurance coverage. Insurance coverage must be in the form of a separate policy, naming the Spring Hill School District as additionally insured.