




Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

MEMO

TO: Keith Davis

FROM: Mark Mitchell 

DATE: March 14, 2018

RE: Board Agenda Item – Fundraiser – North Bullitt High – Boys Basketball Tournament

The North Bullitt High School boys' basketball team requests permission to host a basketball tournament at North Bullitt High School on June 2-3, 2018.

Midwest Basketball Tournaments will facilitate the tournament splitting the profits 50/50 with the boys' basketball program. Midwest Basketball Tournaments will organize and schedule the tournament and North Bullitt High School will supply the facility and workers. They will have district employees at all times during the tournament.

Attached are the Application and Agreement Form and Liability Insurance Certificates for this event.

I recommend the Board approve this request for the North Bullitt High School boy's basketball team to host the basketball tournament on June 2-3, 2018.

Attachments: Facility Use Agreements – North Bullitt High Schools
Certificate of Insurance – Midwest Basketball Tournaments

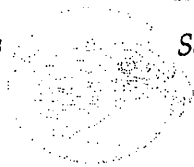
Equal Education and Employment Institution

*OK to March
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B. Syntan*

North Bullitt High School

The Home of the Eagles

Soaring to New Heights



Chris VerDow, Principal
Joni Britt, Assistant Principal
Nick Sutherland, Assistant Principal
Lindsey Wegley, Assistant Principal

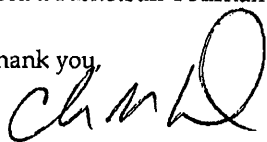
Ashley Poore, Counselor
Amy Rogers, Counselor
Chelsea Mullennex, Counselor

03/13//18

To whom it may concern:

I am in agreement with Coach Korey Craddock, Boys Basketball Coach at North Bullitt High School to hold a Basketball Tournament in the gym at North Bullitt High School on June 2-3, 2018.

Thank you,



Chris VerDow, Principal
North Bullitt High School

3200 East Hebron Lane • Shepherdsville, KY 40165
Phone: (502) 869-6200 • Fax: (502) 957-6762

Application and Agreement for Use of District Property

NOTE: Please complete this form in duplicate and submit both copies to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization. The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved, both copies will be returned.

Name of Sponsoring Organization/Activity	NBHS Boys Basketball	Telephone	502-552-3707
Representative's Name	Korey Craddock (Board Employee)		
510 OAK TREE WAY TAYLORSVILLE, KY 40071			
The above organization/individual requests the use of:			
<input type="checkbox"/> auditorium	<input checked="" type="checkbox"/> gymnasium	<input type="checkbox"/> dining room/kitchen	<input type="checkbox"/> stadium
<input type="checkbox"/> classroom(s)	<input checked="" type="checkbox"/> other, specify Concessions, CCR Gym		
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
If yes, specify equipment		Operator's Name	
Is the organization planning to conduct sales on school premises? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, give a complete description of what is being sold and how the proceeds will be used.		T-Shirts, Concessions	
Proceeds to fund NBHS BOYS BASKET BALL Program			
Building/school/facility North Bullitt			
Purpose Fundraiser tournament for NB Boys Basketball			
Date(s) requested 6/2-6/3		Time(s) Requested 7:00am-7:00pm	
Will public be admitted? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain		Spectators for games	
Will advertisement(s) be used? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain		Admission to tournament	
Will admission be charged? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain			

When using school facilities, this organization agrees to observe the following:

1. To schedule with the Superintendent/designee the time(s) District property is to be used. It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.
2. To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization. To this end, the organization will procure sufficient liability insurance to indemnify the Board, school officers and employees for any injuries or property damage which might occur during the organization's use of the facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of the organization's insurance certificate shall be filed with the Board prior to the date the organization uses the building. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
3. To provide appropriate equipment for the use of District property. When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.
4. To abide by the requirements of Board policies 05.3 and 05.31 (see attached). Disregard of the rules and regulations governing the use of the school buildings, equipment and facilities shall result in the refusal of the Board to grant the offending organization further use.
5. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

Application and Agreement for Use of District Property

For Office Use Only - To be Completed by School Official	
Cost for use of District property \$ <u>0</u>	Cost for school employee \$ <u>471.24</u> Estimate <u>471.24</u>
Deposit \$ <u>0</u>	Total cost \$ <u>471.24</u>
Is deposit refundable? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Date Deposit Received _____	Balance Due \$ _____
Board employee(s) assigned: <u>Korey Craddock</u>	
Board Action Date, if applicable _____	Board Order # _____
Date of Use <u>06/02-06/03/2018</u>	Length of Time <u>12 hrs per day</u>

FEE SCHEDULE

The organization agrees to pay the applicable fee(s) for the use of District facilities.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
<i>Estimate</i> Custodians	1	12 12	30.00	360.00 360.00
Food Service Employees				
Supervisory Personnel				
Other _____			Fringes (Estimate)	111.24
TOTAL PERSONNEL CHARGE				471.24

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable		Total Cost for Facility Use
Gymnasium at <u>North Bullitt</u> school				
Auditorium at _____ school				
Cafeteria <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

EMP # 7077
NAME JUDY ICE DATE Saturday, June 02, 2018
BOYS BASKETBALL
PAY RATE \$ 20.00 AS OF 11/13/17
OT 12.00 Time & Half Y or N
HOURS 0.00

GROSS PAY \$ 360.00

COUNTY EMPLOYMENT RETIREMENT TEACHERS (CERS)
19.18%

\$ 69.05

FICA
6.20%

\$ 22.32

MEDICARE
1.45%

\$ 5.22

WC
0.41% Administrative
4.07% Mechanics, Maintenance, Custodians, Sweepers, Food Service

\$ 14.65

TOTAL FRINGES \$ 111.24 \$ 111.24

TOTAL CHECK \$ 471.24

Application and Agreement for Use of District Property**RATES FOR DISTRICT FACILITY USE**

(The Principal of the school may set additional charges if not specifically stated.)

ALL PURPOSE ROOM

- \$30 for up to 3 hours, \$5 per hour each additional hour

AUDITORIUM

- \$50 for up to 3 hours, \$10 per hour each additional hour

GYMNASIUM

- \$50 for up to 3 hours, \$10 per hour each additional hour

CAFETERIA

- \$30 per hour

KITCHEN

- \$50 per hour, SFS personnel must be present and paid at a rate of time and a half

KITCHEN AND CAFETERIA

- \$80 per hour, SFS personnel must be present and paid at a rate of time and a half

OUTSIDE PROPERTIES

- \$30 for elementary/middles schools
- \$50 for high schools

Korey Craddock

Signature - Representative of User Group

[Signature]

Signature - Superintendent/designee

3/2/18

Date

3/13/18

Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES, WITH THE EXCEPTION OF DINNER MEETINGS, WILL BE CANCELED AND THE OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(s) WILL BE MADE.

Review/Revised: 7/19/11

Reporting Form for Employee Extra Pay

Submit this form to the Central Office within one (1) week of the event. A check should accompany this form.

Name of Sponsoring Organization/Activity NBHS Boys Basketball

Representative's Name Korey Craddock

Facilities used by organization: ☒ gymnasium ☐ dining room/kitchen ☐ stadium

☐ auditorium ☐ classrooms(s) ☒ other, specify CONCESSIONS, CCR Gym

Personnel assigned to the event: ☒ Custodian(s) ☐ Food Service Employee(s)

☐ Supervisory personnel will be paid at not less than their regular hourly rate or regular overtime pay with pay beginning 30 minutes before and ending one (1) hour after the event or whenever the facility (including the stadium) is in good, useable order for the next day.

SIGNATURES BELOW VERIFY SERVICE FOR THIS EVENT

<i>Employee's Signature</i>	<i>Date of Service</i>	<i># of Hours Worked</i>
	06/02/2018	
<i>Employee's Signature</i>	<i>Date of Service</i>	<i># of Hours Worked</i>
	06/03/2018	
<i>Employee's Signature</i>	<i>Date of Service</i>	<i># of Hours Worked</i>
<i>Employee's Signature</i>	<i>Date of Service</i>	<i># of Hours Worked</i>
<i>Employee's Signature</i>	<i>Date of Service</i>	<i># of Hours Worked</i>

For Central Office use only

Employee Name	# of Hours @ \$	per hour Total \$
Employee Name	# of Hours @ \$	per hour Total \$
Employee Name	# of Hours @ \$	per hour Total \$
Employee Name	# of Hours @ \$	per hour Total \$
Employee Name	# of Hours @ \$	per hour Total \$
Employee Name	# of Hours @ \$	per hour Total \$

Superintendent/Designee's Signature

Date

Review/Revised: 1/15/08



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/11/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pike Insurance Agency, LLC 901 Lily Creek Rd Suite 201 Louisville, KY 40243 Glenn Pike	502-473-5454	CONTACT NAME: Glenn Pike PHONE (A/C, No, Ext): 502-473-5454 FAX (A/C, No): 502-473-8695 E-MAIL ADDRESS:
INSURED Frederick A. Hale LLC DBA Midwest Basketball Tournaments 1906 Watterson Trail Louisville, KY 40299		INSURER(S) AFFORDING COVERAGE INSURER A: Secura Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 22543

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		CP3272878	08/02/2017 08/02/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Bullitt County Board of Education is named as additional insured.

CERTIFICATE HOLDER	CANCELLATION
Bullitt County Public Schools 1040 Highway 44 East Shepherdsville, KY 40165	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>D Glenn Pike</i>

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Chelsea Mullennex, Counselor

March 12, 2018

North Bullitt High School Boys Basketball will split the profits 50-50 from the June 2-3, 2018 Basketball tournament with Midwest Basketball Association.

Korey Craddock
Boys Basketball Coach
North Bullitt High School

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