



FLOYD COUNTY BOARD OF EDUCATION
Stephen A. Trimble, Interim Superintendent
106 North Front Avenue
Prestonsburg, Kentucky 41653
Telephone (606) 886-2354 Fax (606) 886-4550
www.floyd.kyschools.us

Sherry Robinson- Chair - District 5
Dr. Chandra Varia, Vice-Chair - District 2
Linda C. Gearheart, Member - District 1
William Newsome, Jr., Member - District 3
Rhonda Meade, Member - District 4

Date: April 10, 2018

Consent Agenda Item: Consider/Approve the use of Floyd Central High School's Auditorium by the Department of Medicaid Services to hold a Medicaid Town Hall.

Applicable State or Regulations: Board policy 05.3 requires that use of facilities be approved by the board of education.

Fiscal/Budgetary Impact: There will be no cost for the school or district.

Background and Rationale: DMS will be conducting town halls to review and discuss proposed changes to 1915 C waivers, for individuals with disabilities. The meetings will be open to the public until capacity of the venue is reached. The use of outside facilities for student events and meeting is sometimes necessary. This facility will accommodate a large group and has internet access to accommodate several people at one time.

Recommended Action: Approve the facility use agreement between Floyd County Board of Education and Medicaid Services. It is recommended that the board waive the insurance requirement due to the facility use by a governmental entity.

Contact Person(s): Lori Gresham 1-502-564-7540


Superintendent

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 along with a contract prepared by the Board attorney. 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 <u>Dept of Medicaid Service</u> Telephone <u>502-584-7540</u> | |
| Representative's Name <u>Lori Gresham</u> | |
| Address <u>375 E Main St Frankfort KY 40621</u> | |
| The above organization/individual requests the use of: | |
| <input checked="" type="checkbox"/> auditorium <input type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____ | |
| Is the organization planning to use District-owned equipment? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | |
| If yes, specify equipment <u>Microphone, chairs for presenters, screen, projector</u> Operator's Name <u>Lori Gresham</u> | |
| Is the organization planning to conduct sales on school premises? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| If yes, give a complete description of what is being sold and how the proceeds will be used. _____ | |
| Building/school/facility <u>Floyd Central High School Auditorium</u> | |
| Purpose <u>1915 C Waiver Redesign Town Halls</u> | |
| Date(s) requested <u>May 18, 2018</u> | Time(s) Requested <u>4:00-8:00 (5-7 for actual event)</u> |
| Will public be admitted? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| Will advertisement(s) be used? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| Will admission be charged? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

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

1. To schedule with the building Principal 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**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 |
|------------------------|-------------------------|------------|-------------------------------------|-------|
| Custodians | | | | |
| Food Service Employees | | | | |
| Supervisory Personnel | | | | |
| Other _____ | | | | |
| TOTAL PERSONNEL CHARGE | | | | |

| Property Used | Facility/ Equipment Fee | Personnel Cost, if applicable | Insurance cost, if applicable | Total Cost for Facility Use |
|---|-------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| Gymnasium at _____ school | | | | |
| Auditorium at <u>Floyd Central High School</u> 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 | | | | |

Lori Gresham, RN

(electronic signature)

4/10/18

*Signature - Representative of User Group**Date**Signature - Superintendent/designee**Date*

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

Application and Agreement for Use of District Property**For Office Use Only - To be Completed by School Official****Cost for use of District property \$ _____ Cost for school employee \$ _____ Total cost \$ _____****Deposit \$ _____ Is deposit refundable? ☐ Yes ☐ No****Date Deposit Received _____ Balance Due \$ _____****Board employee(s) assigned: _____****Board Action Date, if applicable _____ Board Order # _____**

Review/Revised:9/29/11