





Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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

MEMO

TO: Jessie Bacon 

FROM: Mark Mitchell 

DATE: February 12, 2019

RE: Agenda Item for February 25, 2019 Board Meeting
Facility Use Application for North Bullitt High School

North Bullitt High School is requesting permission to allow Kentucky Chess Association to use their facility on March 23, 2019 from 7:00 am to 7:00 pm to hold a chess tournament.

Attached are the Application and Agreement Form and Liability Insurance Certificate.

I recommend the Board approve this request for Kentucky Chess Association to use North Bullitt High School on March 23, 2019.



North Bullitt High School



3200 E Hebron Lane
Shepherdsville, KY 40165

#Provelt

Tel: 502-869-6200
Fax: 502-957-6762

01/28/2019

I am in agreement with Dennis Minnis, NBHS Chess Coach, along with the Kentucky Chess Association, to hold the State Team Chess Tournament at North Bullitt High School on 03/23/2019.

Thank you,

Joni Britt, Principal
North Bullitt High School

Assistant Principals
Jessica Sturgeon
Nick Sutherland
Lindsey Wegley

Principal
Joni Britt

Counselors
Chelsea Mullenex
Ashley Poore

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	KCA	Telephone	502 240 9325
Representative's Name	Ryan Velez		
Address	173 Sears Ave Suite 079 Louisville Ky		
The above organization/individual requests the use of:			
<input type="checkbox"/> auditorium	<input checked="" type="checkbox"/> gymnasium	<input checked="" type="checkbox"/> dining room/kitchen	<input type="checkbox"/> stadium
<input type="checkbox"/> classroom(s)	<input checked="" type="checkbox"/> other, specify <u>Library</u>		
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 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>North Bullitt High School</u>			
Purpose <u>State Team Chess Championship</u>			
Date(s) requested <u>3/23/19</u>		Time(s) Requested <u>7 AM - 7 PM</u>	
Will public be admitted?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO If yes, please explain	<u>Parents players and coaches only</u>
Will advertisement(s) be used?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO If yes, please explain	
Will admission be charged?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO If yes, please explain	<u>Tournament Players Pay \$25</u>

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>575</u>	Cost for school employee \$ <u>484.32</u> ^{Estimate} Total cost \$ <u>1059.32</u>
Deposit \$ _____	Is deposit refundable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Deposit Received _____	Balance Due \$ _____
Board employee(s) assigned: <u>Judy Ice / Dennis Minnis</u>	
Board Action Date, if applicable _____	Board Order # _____
Date of Use <u>3/23/2019</u>	Length of Time <u>12 hrs</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
Custodians	<u>1 Judy Ice</u>	<u>12</u>	<u>\$30.30</u>	<u>363.60</u>
Food Service Employees				
Supervisory Personnel				
Other <u>Fringes</u>				<u>120.72</u>
TOTAL PERSONNEL CHARGE				<u>484.32</u>

Estimate

Estimate

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Total Cost for Facility Use
Gymnasium at <u>NORTH BULLITT HIGH SCHOOL</u>	<u>\$140</u>	<u>484.32</u>	<u>624.32</u>
Auditorium at <u>NORTH BULLITT HIGH SCHOOL</u>		<u>NA</u>	
Cafeteria <input checked="" type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both <input checked="" type="checkbox"/> at <u>NORTH BULLITT HIGH SCHOOL</u>	<u>\$360</u>	<u>0</u>	<u>\$360</u>
Classroom(s) Number _____ at <u>NORTH BULLITT HIGH SCHOOL</u>		<u>NA</u>	
Stadium at <u>NORTH BULLITT HIGH SCHOOL</u>		<u>NA</u>	
Other Property <u>Library</u> at <u>NORTH BULLITT HIGH SCHOOL</u>	<u>\$75</u>	<u>0</u>	<u>\$75</u>

SCHOOL FACILITIES

ONLY if
charge

05.31 AP.21
(CONTINUED)

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

\$75

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

\$140

✓ CAFETERIA

- \$30 per hour

\$360

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

Ayma Velazquez
Signature - Representative of User Group

1-23-19

Date

J. Biott
Signature - Superintendent/designee

1/29/19

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 KCA - Kentucky Chess Association

Representative's Name Ryan Velez

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

☐ auditorium ☐ classrooms(s) ☒ other, specify Library

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>
<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>
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<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

Approval for Advertising**SITE ADMINISTRATOR APPROVAL**

Principals/site administrators may approve or disapprove requests from nonschool groups to post on bulletin boards flyers or notices of general interest to students and/or staff, provided the information will be posted for fewer than thirty (30) calendar days.

If the site administrator is in doubt whether the request requires Board approval, s/he shall confer with the Superintendent/designee.

BOARD APPROVAL

All other requests by outside groups to advertise on District property shall require prior approval of the Board, including the following: advertising to be posted for thirty (30) days or longer and commercial advertising involving placement of permanent or semipermanent signs in athletic facilities on other District properties.

TO APPLY FOR APPROVAL OF THE BOARD TO ADVERTISE, A REPRESENTATIVE OF THE NONSCHOOL GROUP MUST COMPLETE THE INFORMATION REQUESTED BELOW AND RETURN THIS FORM TO THE CENTRAL OFFICE.

Applicant's Name			
_____	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Address			
_____	_____	_____	_____
	<i>Street Address</i>	<i>City</i>	<i>State</i> <i>ZIP Code</i>
Telephone Number		FAX Number	
_____		_____	
<i>(Area Code)</i>		<i>(Area Code)</i>	

Applicant represents:

☐ Himself/herself ☐ Organization (*specify*) _____

Type of advertisement _____

Time period requested _____

IF THIS APPLICATION IS APPROVED, THE APPLICANT SHALL BE RESPONSIBLE FOR REMOVING ALL ADVERTISING MATERIALS AT THE END OF THE TIME PERIOD THE BOARD APPROVES.

Applicant's Signature

Date

Date Of Consideration: _____		BOARD ACTION
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	If denied, the reason was as follows: _____

Date applicant notified: _____		By whom: _____

Review/Revised:5/15/2001

