



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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

MEMO

TO: Jesse Bacon *[Signature]*
FROM: Mark Mitchell *[Signature]*
DATE: March 08, 2019
RE: Board Agenda Item for March 25, 2019
Facility Use Application

Bullitt County Fiscal Court plans to conduct the 2019 Clean-Up Days on June 8 and June 22, 2019. They are requesting permission to use the parking lots on Saturday, June 8, 2019 at Mt. Washington Middle School and North Bullitt High School. On Saturday, June 22, 2019, they would like to use the parking lots at Lebanon Junction Elementary School, the parking lot at the former Shepherdsville High School and Nichols Elementary School.

They are requesting that all fees be waived. The parking lots will be properly cleaned by county government employees.

The Facility Use Application and Agreement Form and the Certificate of Liability Insurance are provided.

I recommend the Board approve this request.

[Handwritten signature]

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 <u>Bullitt Fiscal Court</u> | | Telephone <u>502 543-2262</u> |
| Representative's Name <u>LARRY HATFIELD (BULLITT FISCAL COURT)</u> | | |
| Address <u>P.O. BOX 768 Shep. KY, 40165</u> | | |
| The above organization/individual requests the use of: | | |
| <input type="checkbox"/> auditorium | <input type="checkbox"/> gymnasium | <input type="checkbox"/> dining room/kitchen |
| <input type="checkbox"/> classroom(s) | <input checked="" type="checkbox"/> other, specify <u>SCHOOL PARKING LOTS</u> | |
| Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| If yes, specify equipment <u>N/A</u> Operator's Name <u>N/A</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. <u>N/A</u> | | |
| Building/school/facility <u>MT. WASHINGTON MIDDLE SCHOOL, NICHOLS ELEMENTARY, NORTH BULLITT HIGH SCHOOL, L.S. ELEMENTARY, JOE R. HALL</u> | | |
| Purpose <u>BULLITT CO. CLEAN UP DAYS</u> | | |
| Date(s) requested <u>6-8-19 AND 6-22-19</u> | | Time(s) Requested <u>8-4</u> |
| Will public be admitted? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO If yes, please explain <u>DROP OFF SITES</u> |
| Will advertisement(s) be used? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO If yes, please explain <u>PIONEER NEWS</u> |
| Will admission be charged? | <input type="checkbox"/> YES | <input checked="" 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.

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? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Date Deposit Received _____ | | Balance Due \$ _____ | |
| Board employee(s) assigned: _____ | | | |
| Board Action Date, if applicable _____ | | Board Order # _____ | |
| Date of Use _____ | Length of Time _____ | | |

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 | | Total Cost for Facility Use |
|---|-------------------------------|-------------------------------------|--|-----------------------------------|
| Gymnasium at _____ 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 | | | | |

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

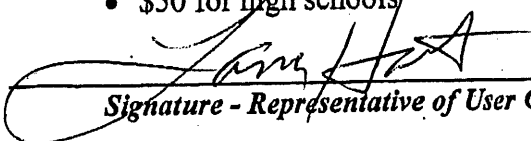
- \$50 per hour, SFS personnel must be present and paid at a rate of time and a half

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


Signature - Representative of User Group

3/5/19
Date


Signature - Superintendent/designee

3/8/19
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:1/15/08

Kentucky Association of Counties

All Lines Fund

400 Englewood Drive

Frankfort, KY 40601

Declarations Page

Policy Number **P&C0003**

Policy Period: 7/1/2018 to 7/1/2019

Insured Name and Address

Bullitt County Fiscal Court
PO Box 768
Shepherdsville, KY 40165

For customer service please call
(800)264-5226

Issued: 7/9/2018

Business Description Fiscal Court

In return for the payment of the premium, and subject to all the terms of the policy, we agree to provide the insurance stated in the binder.

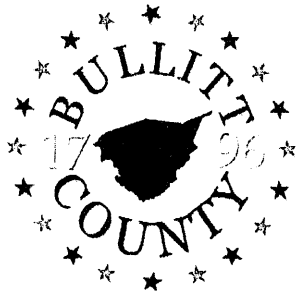
| Coverage | | | Deductible |
|--|--------------------------|-----------|------------|
| General Liability (Per OCC/AGG) | 3,000,000 | 5,000,000 | 0 |
| Law Enforcement (Per OCC/AGG) | 3,000,000 | 5,000,000 | 1,000 |
| Errors/Omissions (Per OCC/AGG) | 3,000,000 | 3,000,000 | 1,000 |
| Employment Practices (Per claim / AGG) Retroactive Date: 07/01/2003 | 3,000,000 | 3,000,000 | 1,000 |
| Cyber Liability (Per claim / AGG) Retroactive Date: 07/01/2015 | 1,000,000 | 1,000,000 | 2,500 |
| Auto Liability (CSL) | 3,000,000 | | 0 |
| Auto Comprehensive | ACV | | 500 |
| Auto Collision | ACV | | 500 |
| P.I.P. (No Fault) | 10,000 | | 0 |
| Under Insured/Un-Insured | 60,000 | 60,000 | 0 |
| Non Owned Auto Coverage | Primary | | |
| Property/Buildings | As Per Statement on File | | 500 |
| Personal Property | As Per Statement on File | | 500 |
| Boiler & Machinery | 15,000,000 | | 1,000 |
| Inland Marine & EDP | As Per Statement on File | | 500 |
| Business Income | 500,000 | 500,000 | 0 |
| Flood | 1,000,000 | 1,000,000 | 0 |
| Earthquake | NCD | NCD | NCD |
| Crime (Other than Employee Dishonesty) | 150,000 | | 500 |
| Employee Dishonesty (Policy #: CIC1964) | 150,000 | | 250 |
| Legal Defense Coverage | 200,000 | | 0 |

Policy Exceptions: Autos listed at \$0 - liability only.

Authorized
Representative

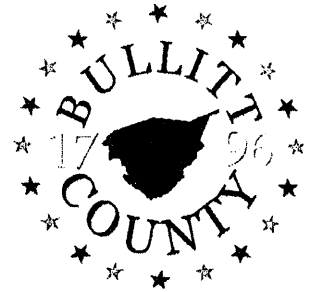


Date 7/9/2018



BULLITT COUNTY CODE ENFORCEMENT

Division of Solid Waste
P.O. Box 768
Shepherdsville, KY 40165
(502) 921-0134 Fax (502) 921-2972



Jerry Summers
Bullitt County Judge Executive

Larry Hatfield
Solid Waste Director

March 5, 2019

Eric:

Would you please drop off for the school board approval?

I have contacted each school. I have permission from Mt. Washington Middle, North Bullitt High for June, 8th 2019. 8am-4pm

Permission from Nichols Elementary, L J Elementary and I need permission also to use the parking lot on Joe. B. Hall. The former Shepherdsville High School for June 22nd from 8am till 4pm.

Insurance policy enclosed.

Bullitt County Clean-up Days

Thanks, Larry

A handwritten signature in cursive script, appearing to read "Larry".

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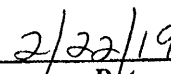
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Signature - Representative of User Group

Date



Signature - Superintendent/designee



Date

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Review/Revised:7/19/11

Application and Agreement for Use of District Property

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Date



Signature - Superintendent/designee

2.22.19
Date

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 for Mr. Shawn Peckett 3/12/2019
Signature - Representative of User Group *Date*

Signature - Superintendent/designee

Date

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Signature - Representative of User Group

Date

J. Britt
Signature - Superintendent/designee

3/12/19
Date

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