



# Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

Phone: 502-869-8000  
Fax: 502-543-3608  
[www.bullittschools.org](http://www.bullittschools.org)

## MEMO

TO: Jesse Bacon *JB*  
FROM: Ed Oylar *EO*  
DATE: July 12, 2021  
RE: Agenda Item for July 26, 2021 Board Meeting  
Facility Use Application for Bullitt Central High School

Bullitt Central High School is requesting permission to allow the Bullitt County Sheriff Department to use their school for Federal Law Response to Active Shooter Training on Sunday, October 3 through Friday, October 8, 2021 from 7am to 5pm.

Attached is the Application and Agreement Form.

I recommend the Board approve the request for the Bullitt County Sheriff Department to use Bullitt Central High School.

*B. Sexton*

# *Bullitt Central High School*

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1330 Highway 44 East Shepherdsville, KY 40165

(502)869-6000

Fax (502)543-1797

TO: Ed Olyer

FROM: Joe Pat Lee, Assistant Principal

DATE: July 12, 2021

REF: Facility Use Request

I am sending the Facility Request form from Captain Kevin DeSpain with the Bullitt County Sheriff Department for your review and Board approval. Captain DeSpain is requesting the use of BCHS for Federal Le Response to Active Shooter Training. He has requested the dates of Sunday, October 3 through Friday, October 8, 2021 from 7:00 am-5:00 pm.

Thank you,



Joe Pat Lee

**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>FLETC / BCSO</u>	Telephone	<u>(502) 744-0086</u>
Representative's Name	<u>CAPT. KEVIN DESPAIN (BCSO)</u>		
Address	<u>300 S. BUCKMAN ST, SHEPHERDSVILLE, KY 40165</u>		
The above organization/individual requests the use of:			
<input checked="" type="checkbox"/> auditorium	<input checked="" type="checkbox"/> gymnasium	<input checked="" type="checkbox"/> dining room/kitchen	<input checked="" type="checkbox"/> stadium
<input checked="" 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>A/V</u> 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>BULLITT CENTRAL HIGH SCHOOL</u>			
Purpose <u>FEDERAL LE RESPONSE TO ACTIVE-SHOOTER TRAINING</u>			
Date(s) requested <u>OCT. 3, 2021 - OCT. 8, 2021</u>		Time(s) Requested <u>0700-1700</u>	
Will public be admitted?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, please explain _____
Will advertisement(s) be used?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, please explain _____
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.
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**

<b>For Office Use Only - To be Completed by School Official</b>			
Cost for use of District property \$ <u>0</u>	Cost for school employee \$ <u>0</u>	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
<b>Gymnasium</b> at _____ school				
<b>Auditorium</b> at _____ school				
<b>Cafeteria</b> <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school				
<b>Classroom(s) Number</b> _____ at _____ school				
<b>Stadium</b> at _____ school				
<b>Other Property</b> 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

CAPT. KE [Signature]  
*Signature - Representative of User Group*

07/08/2021  
*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 THE OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(s) WILL BE MADE.

Review/Revised:7/19/11