



# Bullitt County Public Schools

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[www.bullittschools.org](http://www.bullittschools.org)

## MEMO

TO: Jesse Bacon *JB*  
FROM: Ed Oyler *EO*  
DATE: July 12, 2021  
RE: Agenda Item for July 26, 2021 Board Meeting  
Facility Use Application for Roby Elementary School

Bullitt County Health Department is requesting permission to use Roby Elementary parking lot to host a free event to get families more active together. This event will called Family Fest and will be on Friday, September 10, 2021 from 4:30 pm to 8:00 pm. They want to have a tailgate theme to go along with the Bullitt Central vs North Bullitt football game.

Attached is the Application and Agreement Form.

I recommend the Board approve the request for the Bullitt County Health Department to use Roby Elementary parking lot.

*B. Oyler*

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	Bullitt County Health	Telephone	502-955-5855
Representative's Name	Melissa Hall	Department	
Address	181 Lees Valley Rd.		
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"/> stadium
<input type="checkbox"/> classroom(s)	<input checked="" type="checkbox"/> other, specify <u>outside parking lot.</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	Roby Elementary school		
Purpose	Family Fest		
Date(s) requested	September 10, 2021	Time(s) Requested	4:30pm - 8pm
Will public be admitted?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, please explain
Will advertisement(s) be used?	<input checked="" type="checkbox"/> YES	<input 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.



**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				

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## 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

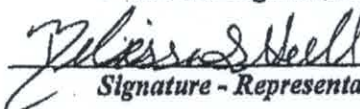
## KITCHEN AND CAFETERIA

- \$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

7-8-2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature - Superintendent/designee

7-8-21  
\_\_\_\_\_  
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

Koby Elementary Parking Lot

Facility Use.

Melissa.s.hall@ky.gov.

Hannah Scott said its a go.