

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: Tony Roth

DATE: April 14, 2022

**RE: Agenda Item for April 25, 2022, Board Meeting
Facility Use Application for Bullitt Central High School**

Bullitt Central High School request permission to allow the Shepherdsville Police Department host a Charity Basketball Game Fundraiser for the Shop with a Cop Program. They have requested the date of Saturday, April 30, 2022 from 6:00 to 9:00 pm

Attached are the Application and Agreement Form.

I recommend the Board approve this request.

Bullitt Central High School

1330 Highway 44 East Shepherdsville, KY 40165

(502)869-6000

Fax (502)543-1797

TO: Tony Roth

FROM: Joe Pat Lee, Principal

DATE: April 19, 2022

REF: Facility Use Request

I am sending the Facility Request form from Kyle Burton with the Shepherdsville Police Department for your review and Board approval. Mr. Burton is requesting the use of the Gym at BCHS to host a Charity Basketball Game Fundraiser for The Shop with A Cop Program. He has requested the date of Saturday, April 30, 2022 from 6:00-9:00 pm.

Thank you,



Joe Pat Lee
Principal

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>SHEPHERDSVILLE PAULS</u>		Telephone <u>502-958-0616</u>
Representative's Name <u>Kyle Burton</u>		
Address <u>634 CONESTOGA PARKWAY</u>		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium	<input checked="" type="checkbox"/> gymnasium	<input type="checkbox"/> dining room/kitchen
<input type="checkbox"/> classroom(s)	<input type="checkbox"/> other, specify _____	<input type="checkbox"/> stadium
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>BULLITT CENTRAL GYM</u>		
Purpose <u>CHARITY BASKETBALL GAME</u>		
Date(s) requested <u>4-30-2022</u>		Time(s) Requested <u>6pm - 9pm</u>
Will public be admitted?	<input checked="" type="checkbox"/> YES	<input 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

For Office Use Only - To be Completed by School Official	
Cost for use of District property \$ <u>50.00</u>	Cost for school employee \$ <u>183.87</u> Total cost \$ <u>233.87</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</u>	
Board Action Date, if applicable _____	Board Order # _____
Date of Use <u>4/30/2022</u>	Length of Time <u>3 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</u>	<u>4</u>	<u>GROSS</u>	<u>132.60</u>
Food Service Employees			<u>Fringes</u>	<u>51.27</u>
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				<u>\$ 183.87</u>

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Total Cost for Facility Use
Gymnasium at <u>Poc</u> school	<u>\$50</u>		<u>\$50</u>
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

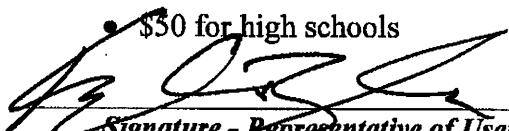
- \$50 per hour, SFS personnel must be present and paid at a rate of time and a half

KITCHEN AND CAFETERIA

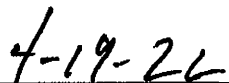
- \$80 per hour, SFS personnel must be present and paid at a rate of time and a half

OUTSIDE PROPERTIES

- \$30 for elementary/middles schools
- \$30 for high schools



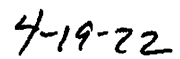
Signature - Representative of User Group



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 THE OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(s) WILL BE MADE.

Review/Revised:7/19/11