BULLITT COUNTY **PUBLIC** SCHOOLS

TONY ROTH, DIRECTOR

GEORGE BROCK, MAINTENANCE SUPERVISOR THOMAS STOKES, CUSTODIAL SUPERVISOR ANDREA ROCK, ENERGY MANAGER

MEMO

EPARTMENT OF FACILITIES

TO:

Jessie Bacon

FROM:

Danny Clemens

DATE:

Dec 6, 2023

RE:

Agenda Item for Dec 18, 2023 Board Meeting

Facility Use Application for Brooks Elementary School

Brooks Elementary School has requested permission to allow Little Flock Baptist Church to use their facility for basketball practice during the week and games on Saturday starting January 9, 2024 through March 16, 2024...

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

I recommend the Board approve this request.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

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 Little Flock Baptist Church elephone 502-955-37	60
Representative's Name Noah Francka	
Address 5510 N. Preston Hwy	
The above organization/individual requests the use of:	
☐ auditorium ☐ gymnasium ☐ dining room/kitchen ☐ stadium	
Ocher, specify Cafekerica	
Is the organization planning to use District-owned equipment? WYES WOO	
Is the organization planning to conduct sales on school premises? YES NO	
If yes, give a complete description of what is being sold and how the proceeds will be used.	
Building/school/facility Brooks Elementary School Purpose Rusul Leacul	
Date(s) requested Justoay Thursday Saturday Time(s) Requested 6-9-15 pm & 11a-	Tp on Sati
Will public be admitted? YES INO If yes, please explain	4
Will advertisement(s) be used?	Colu
Will admission be charged? ☐ YES ☐ 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.

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3/5/24	6:00pm-9:15pm
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Application and Agreement for Use of District Property

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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

Douglas N. Francke	•	12/4/2023
Signature - Representative of User Group		Date
Betty Dein	•	11/30/23
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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be endorsed.

If SUBROGATION IS WAIVED, subject this certificate does not confer rights				such er	idorsement(s	s).	-			
PRODUCER				CONT/ NAME	Church		ance Company	-		
Church Mutual Insurance Company, S.I.				PHONE (A/C, No, Ext): 1-800-554-2642 FAX (A/C, No): 855-264-23					264-2329	
3000 Schuster Lane				E-MAIL ADDRI	ss: custome	erservice@ch	urchmutual.co	m		
P.O. Box 357					INSURER(S) AFFORDING COVERAGE					
Merrill WI 54452					ERA: Church	Mutual Insur	rance Compan	y, S.I.		18767
INSURED	INSUR	ERB:								
LITTLE FLOCK BAPTIST C	INSUR	ERC:								
5510 N PRESTON HWY				INSURI	ERD:					
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SHEPHERDSVILLE			KY 40165-9227	INSURI	ERF:					
COVERAGES CEF	RTIFI	CATE	NUMBER:				REVISION N	UMBER:		
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ERTIFICATE HOLDER				CANC	ELLATION					
Bullitt County Public Schools 1040 Highway 44 East				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						

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Shepherdsville

KY 40165