

DANNY CLEMENS, DIRECTOR
TRACY PARSLEY, MAINTENANCE SUPERVISOR
THOMAS STOKES, CUSTODIAL SUPERVISOR
GEORGE BROCK, ENERGY MANAGER

DEPARTMENT OF FACILITIES

MEMO

TO: Jesse Bacon *JB*
From: Danny Clemens *DC*
Date: August 6, 2024
RE: Agenda time for August 26, 2024 Board Meeting

Donald Barbiea requested the use of the parking lot at North Bullitt High School on September 7, 2024, for a Veteran Non-Profit Fundraiser/ Cancer Walk/Run to raise awareness for Veterans, First Responders and Kids with Special Needs.

A copy of insurance and Principal approval is attached.

I recommend they be able to use the parking lot for this event.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

TV



**NORTH
BULLITT**
High School

KRISTI LYNCH, PRINCIPAL
VALERIE SKILLMAN, ASSISTANT PRINCIPAL
LINDSEY WEGLEY, ASSISTANT PRINCIPAL

07/30/24

I am in agreement with the Roll Call Foundation and Donald Barbiea to host a Veteran Non-Profit Fundraiser/ Cancer Walk/Run to raise awareness for Veterans, First Responders & Kids with Special needs at North Bullitt High School on September 07, 2024.

Sincerely,

Kristi Lynch
Principal, North Bullitt High School

Co Bench - Kanyham Sue Ann

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① Chgrp of Deans - South Park Deans

SCHOOL FACILITIES

05.31 AP.21
(CONTINUED)

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

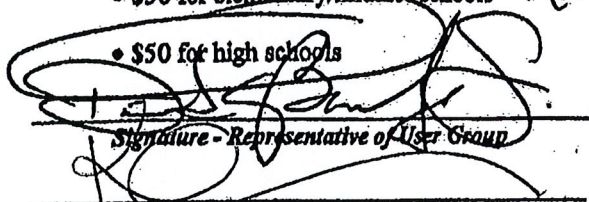
KITCHEN AND CAFETERIA

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

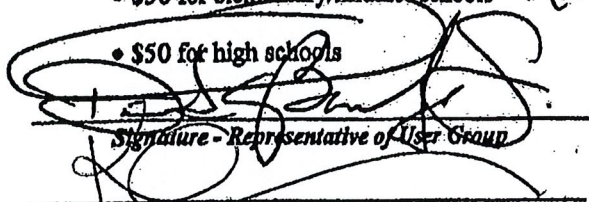
OUTSIDE PROPERTIES

- \$30 for elementary/middle schools
- \$50 for high schools

Real Call Foundation line



 Signature - Representative of User Group



 Signature - Superintendent/designee

29 July 2024

 Date

7/30/24

 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

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 The Roll Call Foundation Telephone 502-525-8042

Representative's Name Donald Barbier

Address 283 CRESMWOOD Lane, 40229

The above organization/individual requests the use of:

auditorium gymnasium dining room/kitchen stadium

classroom(s) other, specify Parking Lot

Is the organization planning to use District-owned equipment? YES NO

If yes, specify equipment _____ Operator's Name _____

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.

Hot dogs / Soda / Chips / T-shirts of event

Building/school/facility North Bullitt HS

Purpose Veteran Non Profit Fundraiser

Date(s) requested 7 Sept 2024 Time(s) Requested 7:30 AM NOON

Will public be admitted? YES NO If yes, please explain _____

Will advertisement(s) be used? YES NO If yes, please explain Social Media

Will admission be charged? YES NO If yes, please explain \$10/pc

- When using school facilities, this organization agrees to observe the following:
- 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.
 - 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.
 - 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.
 - 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.
 - To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

Walking / Jogging 5K on TRACK & Parking Lot
To Raise Awareness of Veterans, First Responders & Kids w/ Special Needs and programs/services we offer.

Donald Barbier
 USAF Ret / Co-Founder
 PARENT OF NPHS GRADS

Co. Bench - Humphreys Sue Ann
AD Clerk of Deacons - Sarah Beth Davis

Post 1/25

SCHOOL FACILITIES

05.31 AP.21
 (CONTINUED)

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? Yes 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	- 0 -			
Food Service Employees	- 0 -			
Supervisory Personnel	- 0 -			
Other _____	- 0 -			
TOTAL PERSONNEL CHARGE				- 0 -

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 <u>NPHS</u> school			\$50
Other Property at _____ school			

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Reporting Form for Employee Extra Pay

Submit this form to the Central Office within one (1) week of the event. A check should accompany this form.

Name of Sponsoring Organization/Activity _____

Representative's Name _____

Facilities used by organization: gymnasium dining room/kitchen stadium

auditorium classrooms(s) other , specify _____

Personnel assigned to the event: Custodian(s) Food Service Employee(s)

Supervisory personnel will be paid at not less than their regular hourly rate or regular overtime pay with pay beginning 30 minutes before and ending one (1) hour after the event or whenever the facility (including the stadium) is in good, useable order for the next day.

N/A

SIGNATURES BELOW VERIFY SERVICE FOR THIS EVENT

Employee's Signature *Date of Service* *# of Hours Worked*

Employee's Signature *Date of Service* *# of Hours Worked*

Employee's Signature *Date of Service* *# of Hours Worked*

Employee's Signature *Date of Service* *# of Hours Worked*

Employee's Signature *Date of Service* *# of Hours Worked*

For Central Office use only		
Employee Name _____	# of Hours @ \$ _____	per hour Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour Total \$ _____
_____ <i>Superintendent/Designee's Signature</i>		_____ <i>Date</i>

Review/Revised:1/15/08

Public Sales on School Premises

Public sales on school premises must be approved in accordance with Procedure 05.3 AP.1.

The rules for conducting public sales are as follows:

1. The official application for use of school facilities must be completed. ✓
2. No sales shall be scheduled during the school day or at any time that may interfere with the school program. ✓
3. All sales activities shall be conducted in a manner that does not threaten the safety of participants or the security of District property. ✓
4. All sales must be conducted within the time frame and at the location designated in the contract for usage. ✓

RELATED PROCEDURES:

05.3 AP.1
05.31 AP.21

Review/Revised:11/11/1997

Event Insurance Price Quote

Special Event Coverage



[Click Here to Edit or Purchase](#)

Quote# 1200202 | Prepared On 07/30/2024

COVERAGE DETAILS

Quote Estimate Prepared For

Roll Call Foundation Inc
 Donald Barblea
 283 Crestwood Lane,
 Louisville, KY 40229
 502-523-8042
 DONUSAF@THEROLLCALLFOUNDATION.ORG

Event Details

Coverage Type: Liability Insurance Number of Attendees: 200
 Event/Vendor Type: Running Events (5K, 8K, & 10K) Event Start Date: 09/07/2024
 Event Location: KY Event End Date: 09/07/2024

Special Event Liability Insurance

Special Event Liability Coverage: Yes
 Liquor Coverage: Host Liquor
 Liability Coverage Limits: \$1,000,000/\$2,000,000
 Medical Payments Limits: \$1,000
 Damage to Rented Premises Limits: \$100,000

Event Cancellation Insurance

Cancellation or Postponement Coverage: No

Eligibility Questions

Will your event involve camping, overnight stays or go past 2AM:
 Will the event feature bounce houses, inflatables, fireworks, pyrotechnics or attendees coming into contact with live animals:
 Will the event feature any of the following:
 Trampolines, rock climbing walls, roller coasters, amusement devices, carnival rides, bungee jumping, hang gliding, skydiving, parachuting, parasailing, hot air balloon rides, aircrafts, motorsports, skateboarding, skiing, temporary structures, haunted houses, water activities/open water exposures, water slides, overnight activities.
 Firearms, knives or weapons of any kind, Cannabis/CBD/Hemp, open flames (candles and sparklers excluded).
 Musical performance with the following genres: Electronic Dance, Heavy Metal, High Profile Performer, Hip Hop, Punk Rock, Rap or Rock.
 Golf carts transporting attendees.
 Is the event a protest, rally, march and/or include any high-profile attendees:
 Will the event be held at a private residence:
 Has there ever been a loss or claim at this event before:

Event Location / Additional Insured Information

<p>Event Location North Bullitt High School 3200 E Hebron Lane Shepherdsville, KY 40165</p>	<p>Additional Insured North Bullitt High School Bullitt County Board of Education 1010 Highway 44 East Shepherdsville, KY 40165 3200 E Hebron Lane Shepherdsville, KY 40165 Waiver of Subrogation: Yes Primary & Non-Contributory Wording: Yes</p>
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QUOTE# 1200202

Special Event Liability Insurance	\$180.80
State Tax	\$5.42
SEPA Fee	\$57.50
AMOUNT DUE	\$243.72

COVERAGE LIMITS

Carrier	Houston Casualty Company
Deductible	\$0
Special Event Liability Insurance	
Each Occurance	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Medical Payments	\$1,000
Damage to Rented Premises	\$100,000
Liquor Liability	Host Included
Additional Insured(s)	Included
Waiver of Subrogation	Included
Primary & Non-Contributory Wording	Included

#1 FOR EVENT INSURANCE

Backed by Highly Rated Insurance Carriers - This policy is insured by Houston Casualty Company.