

Oldham County Parks and Recreation
John W. Black Community Center
1551 N. Hwy 393
LaGrange, KY 40031

Emergency Contact: Gary Parsons, Director
(502) 417-2667



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<http://oldhamcountyky.gov>
Facility Coordinator: Amanda Leach
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Date: September 26, 2024

John W. Black Community Center School Rental Agreement / Invoice

The Oldham County Parks and Recreation Department (herein after called "OCPRD") hereby grants permission to:

Oldham County High School
1150 KY 393
LaGrange, Ky 40031

Athletic Director: Email: leah.pehlike@oldham.kyschools.us
Contact Name: Leah Pehlike Contact Phone Number: 502-608-9208

(herein called the "Lessee") to use: **Rooms a + B** for a **Golf Team Banquet** at the John W. Black Community Center located in Wendell Moore Park on (see date and time below):

Tuesday, October 15, 2024 from 5 pm to 8 pm

NOTE: Scheduled rental time includes set-up and clean up time. No early entry permitted for set-ups. The John W. Black Community Center is closed at 11:00 p.m. Events must end by 10:00 p.m. to allow for one (1) hour of clean-up time.

In consideration for this permission, the Lessee agrees to:

- Pay the rental fee of **\$95.00** by **October 2, 2024**.
- Sign and return the Rental Agreement via mail or email to OCPRD within ten (10) business days from September 26, 2024.
- Provide a copy of Oldham County Schools General Liability Insurance Certificate, naming Oldham County Parks and Recreation as an additional insured party.

Further, the Lessee agrees to abide by the following **terms and conditions**:

Set-Up Policy:

OCPRD is responsible for the set-up of **only** the tables and chairs used during the aforementioned event. Tables must be covered to prevent damage. The Lessee or the Lessee's Caterer must bring all necessary equipment and serving utensils. If the Lessee is using outside vendors, drop-off for the event and pick-up after must be within the above mentioned rental times. Attaching items to walls or doors is prohibited.

Clean-Up Policy:

OCPRD requires dishes, linens, sound equipment, and any other items brought into the facility by the Lessee to be removed by the Lessee within the above mentioned rental times. This also applies to all vendors contracted by the Lessee. If items are left, OCPRD assumes no responsibility for those items.

Lessee is responsible for leaving the facility, including kitchen, in a clean and acceptable condition and disposing of all trash in the provided containers. Confetti and similar table decorations which can fall to the floor are prohibited. Food service must be monitored by the Lessee to prevent, inasmuch as possible, spills on carpet and upholstery. The Lessee's close supervision of all guests during the event will minimize concerns. A cleaning fee of at least \$50.00 may be assessed following the event, if deemed necessary by OCPRD. Lessee is responsible for any damages to OPRD property resulting from activity during the aforementioned event.

Late Departure Policy:

Events must end by 10:00 p.m. to allow for one (1) hour of clean-up time. The John W. Black Community Center is closed at 11:00 p.m. There are no exceptions.

Policy infractions will result in DISMISSAL from the facility and premises

and/or DENIAL of future facility use requests.

RENTAL FEE: \$95.00 DUE: 10/2/24

OFFICE USE ONLY

Payment Received: \$ _____ Date: _____

Staff: _____ Form of Payment: _____

X

9.303.2024

Lessee Signature indicates agreement with all terms and conditions herein

OLDHAM COUNTY HIGH SCHOOL #060

School Activity Fund Purchase Order **CURRENT BAL \$**

Vendor Name: Oldham County Parks & Rec
 Address: 1551 N Hwy 393
LaGrange Ky 40031

PO #: OH25-188
 Activity Acct: Girls Golf
 Activity Acct Bal: _____
 Total Amount: 95

Deliver and Oldham County High School
 Bill to: 1150 N Hwy 393
LaGrange, KY 40031

Tax Exempt: B-1197
 Important Notice: Conflict of interest, gratuities and kickbacks are prohibited by policy of the Oldham County Board of Education

PURCHASES

QTY	Item Description	Unit Cost (\$/ea.)	Total(\$)
1	Rental Fee	95	

Requested By: LH Pehlke (Sponsor Requesting Purchase) Date Requested: 9/26/24

Approvals - FOR OFFICE USE ONLY

By signing below, I authorize this order and have verified there are sufficient funds available for this purchase.
 Hand-written signatures and date ONLY... not typed

Sonyia [Signature]
 Bookkeeper Review (Certifies funds are available /being collected)

[Signature]
 Principal Signature

[Signature]
 Level Director Signature (required on purchases > \$5,000)

[Signature]
 Superintendent Signature (required on purchases > \$20,000)

9/30/24
 Date Approved

9/30/24
 Date Approved

9/30/24
 Date Approved

Technology orders must be submitted to the Technology Department for purchase.

Purchases involving changes to school site or property (indoor/outdoor) require an approved Building & Site Improvement Modification Form.

Purchase Request Payment Details:

Check #: _____
 Check Date: _____
 Amount Paid: _____

MODEL PROCUREMENT

Bid Law Non-Competitive D&F (Attached) Small Purchase D&F (Attached) Intergovernmental N/A