

DEPARTMENT OF FACILITIES

DANNY CLEMENS, DIRECTOR

TRACY PARSLEY, MAINTENANCE SUPERVISOR

THOMAS STOKES, CUSTODIAL SUPERVISOR

GEORGE BROCK, ENERGY MANAGER

MEMO

TO: Jesse Bacon *J.B.*

FROM: Danny Clemens

DATE: December 3, 2024

RE: Agenda item for December 16, 2024 *DC*

Noah Franke at Little Flock Baptist Church is requesting to use Brooks Elementary Cafeteria and Gymnasium for their Basketball League for Children, January 2025 until March 2025

A copy of insurance is included.

I recommend they be able to use the facility for their Basketball League.

T. Wood

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	Telephone	502-455-8760
Representative's Name	Noah Francke		
Address	5510 N Preston Hwy Shepherdsville, Ky 40165		
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"/> stadium
<input type="checkbox"/> classroom(s)	<input checked="" type="checkbox"/> other, specify <u>cafeteria</u>		
Is the organization planning to use District-owned equipment? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, specify equipment <u>Basketball Goals</u>		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>Brooks Elementary School</u>			
Purpose <u>Basketball League for Children</u>			
Date(s) requested <u>See Attached Sheet</u>		Time(s) Requested _____	
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.

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		160		
Food Service Employees				
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				

Property Used	Equipment Fee	Personnel Cost, if applicable	Total Cost for Facility Use
Gymnasium at <u>Brooks Elem</u> school	2,880		2,880
Auditorium at _____ school			
Cafeteria / Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at <u>Brooks Elem</u> school			
Classroom(s) Number _____ at _____ school			
Stadium at _____ school			
Other Property at _____ school			

* see attached for math

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

✱

GYMNASIUM

✱

CAFETERIA

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


Signature - Superintendent/designee

11/20/2024

Date
11/20/24

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

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 Little Flock Baptist Church

Representative's Name Noah Francke

Facilities used by organization: ☒ gymnasium ☐ dining room/kitchen ☐ stadium

☐ auditorium ☐ classrooms(s) ☒ other, specify caterina/ 2nd gym

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.

SIGNATURES BELOW VERIFY SERVICE FOR THIS EVENT

<i>Employee's Signature</i>	<i>Date of Service</i>	<i># of Hours Worked</i>
<i>Employee's Signature</i>	<i>Date of Service</i>	<i># of Hours Worked</i>
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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 \$ _____

Superintendent/Designee's Signature _____
Date _____

Review/Revised: 1/15/08

Brooks Facility Use

Date	Hours	Room	Date	Hours	Room
1 Jan	6:00PM - 9:00 PM	Gym	17 Jan	6:00PM - 9:00 PM	Gym
2 Jan	6:00PM - 9:00 PM	Cafeteria	18 Jan	6:00PM - 9:00 PM	Cafeteria
3 Jan	6:00PM - 9:00 PM	Gym	19 Jan	6:00PM - 9:00 PM	Gym
4 Jan	6:00PM - 9:00 PM	Cafeteria	20 Jan	6:00PM - 9:00 PM	Cafeteria
5 Jan	6:00PM - 9:00 PM	Gym	21 Jan	6:00PM - 9:00 PM	Gym
6 Jan	6:00PM - 9:00 PM	Cafeteria	22 Jan	6:00PM - 9:00 PM	Cafeteria
7 Jan	6:00PM - 9:00 PM	Gym	23 Jan	6:00PM - 9:00 PM	Gym
8 Jan	6:00PM - 9:00 PM	Cafeteria	24 Jan	6:00PM - 9:00 PM	Cafeteria
9 Jan	6:00PM - 9:00 PM	Gym	25 Jan	6:00PM - 9:00 PM	Gym
10 Jan	6:00PM - 9:00 PM	Cafeteria	26 Jan	6:00PM - 9:00 PM	Cafeteria
11 Jan	6:00PM - 9:00 PM	Gym	27 Jan	6:00PM - 9:00 PM	Gym
12 Jan	6:00PM - 9:00 PM	Cafeteria	28 Jan	6:00PM - 9:00 PM	Cafeteria
13 Jan	6:00PM - 9:00 PM	Gym			
14 Jan	6:00PM - 9:00 PM	Cafeteria			
15 Jan	6:00PM - 9:00 PM	Gym			
16 Jan	6:00PM - 9:00 PM	Cafeteria			

Custodian Hours:

$$20(3) + 8(9) + 28(1) = \frac{160}{\text{Total Hours}}$$

$$60 + 72 + 28$$

28 Total Dates

20 - 3 hr

8 - 9 hr

Facility Use Hours + 1 hour = Custodian Hours per day
per day each day

$$(\# \text{ of Dates} \times 50) + (\# \text{ of Dates} \times 110)$$

$$50 + (10 \times 6)$$

$$\left(\begin{matrix} \text{Cafe} \\ 20 \times 50 \\ 1000 \end{matrix} + \begin{matrix} \text{gym} \\ 20 \times 50 \\ 1000 \end{matrix} \right) + (8 \times 110) = 880$$

$$= 2100$$

Brooks Facility Use

Date	Hours	Room	Date	Hours	Room
6-Jan	6:00PM - 9:00 PM	Gym	17-Feb	6:00PM - 9:00 PM	Gym
6-Jan	6:00PM - 9:00 PM	Cafeteria	17-Feb	6:00PM - 9:00 PM	Cafeteria
7-Jan	6:00PM - 9:00 PM	Gym	18-Feb	6:00PM - 9:00 PM	Gym
7-Jan	6:00PM - 9:00 PM	Cafeteria	18-Feb	6:00PM - 9:00 PM	Cafeteria
13-Jan	6:00PM - 9:00 PM	Gym	22-Feb	11:00AM - 8:00PM	Gym
13-Jan	6:00PM - 9:00 PM	Cafeteria	24-Feb	6:00PM - 9:00 PM	Gym
14-Jan	6:00PM - 9:00 PM	Gym	24-Feb	6:00PM - 9:00 PM	Cafeteria
14-Jan	6:00PM - 9:00 PM	Cafeteria	25-Feb	6:00PM - 9:00 PM	Gym
18-Jan	11:00AM - 8:00PM	Gym	25-Feb	6:00PM - 9:00 PM	Cafeteria
20-Jan	6:00PM - 9:00 PM	Gym	1-Mar	11:00AM - 8:00PM	Gym
20-Jan	6:00PM - 9:00 PM	Cafeteria	3-Mar	6:00PM - 9:00 PM	Gym
21-Jan	6:00PM - 9:00 PM	Gym	3-Mar	6:00PM - 9:00 PM	Cafeteria
21-Jan	6:00PM - 9:00 PM	Cafeteria	4-Mar	6:00PM - 9:00 PM	Gym
25-Jan	11:00AM - 8:00PM	Gym	4-Mar	6:00PM - 9:00 PM	Cafeteria
27-Jan	6:00PM - 9:00 PM	Gym	8-Mar	11:00AM - 8:00PM	Gym
27-Jan	6:00PM - 9:00 PM	Cafeteria	10-Mar	6:00PM - 9:00 PM	Gym
28-Jan	6:00PM - 9:00 PM	Gym	10-Mar	6:00PM - 9:00 PM	Cafeteria
28-Jan	6:00PM - 9:00 PM	Cafeteria	11-Mar	6:00PM - 9:00 PM	Gym
1-Feb	11:00AM - 8:00PM	Gym	11-Mar	6:00PM - 9:00 PM	Cafeteria
3-Feb	6:00PM - 9:00 PM	Gym	15-Mar	11:00AM - 8:00PM	Gym
3-Feb	6:00PM - 9:00 PM	Cafeteria			
4-Feb	6:00PM - 9:00 PM	Gym			
4-Feb	6:00PM - 9:00 PM	Cafeteria			
10-Feb	6:00PM - 9:00 PM	Gym			
10-Feb	6:00PM - 9:00 PM	Cafeteria			
11-Feb	6:00PM - 9:00 PM	Gym			
11-Feb	6:00PM - 9:00 PM	Cafeteria			
15-Feb	11:00AM - 8:00PM	Gym			

