

DEPARTMENT OF FACILITIES

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

MEMO

TO: Jesse Bacon  
FROM: Danny Clemens  
DATE: January 14, 2025  
RE: Agenda item for January 27, 2025

A handwritten signature in blue ink, appearing to be 'D.C.', is written next to the 'RE' line of the memo.

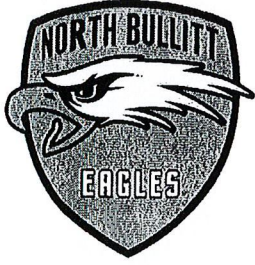
Eugene Silver with North Bullitt High School JROTC & North Bullitt High School Boosters is requesting to host their Annual Drill Meet in the Main Gym and CCR Gym along with 13 classrooms, on January 18, 2025, 5 a.m. to 5 p.m.

I recommend they be able to use the facility for their NBHS JROTC/ NBHS BOOSTERS Annual Drill Meet.

A handwritten signature in blue ink, appearing to be 'T. Wood', is written in the bottom right corner of the page.

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

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



# North Bullitt High School

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3200 Hebron Ln  
Shepherdsville, Kentucky 40165

Phone: 502-869-6200

Fax: 502-957-6762

<https://www.bullitt.k12.ky.us/3/Home>

11/15/2024

From: , Kristi Lynch

Date: 01/13/25

Re: Approval for NBHS JROTC & NBHS Booster Club Use of Building

I approve of the NBHS JROTC Team / NBHS Boosters to host a JROTC Drill Meet at North Bullitt High School on 01/18/25.

Sincerely,

Kristi Lynch

Principal North Bullitt High School

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*Assistant Principals*  
Ms. Valerie Skillman  
Ms. Lindsey Wegley

*Principal*  
Kristi W. Lynch, Ed.S

*Counselors*  
Sara Thornsberry  
Rebecca Murdock

JROTC  
NBHS  
BOOSTERS

SCHOOL FACILITIES

05.31 AP.21

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 JROTC - NBHS BOOSTERS CLUB Telephone (515) 222-3094

Representative's Name Eugene Siler - North Bullitt JROTC

Address 3200 E. Lebanon Lane Shepherdsville, KY 40165

The above organization/individual requests the use of:

auditorium  gymnasium  dining room/kitchen  stadium

classroom(s) 10-30 (13 total)  other, specify CCR gym

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

If yes, specify equipment N/A Operator's Name N/A

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. Concessions - Proceeds for NBHS JROTC

Building/school/facility NORTH BULLITT - MDR GYM / CCR gym

Purpose Annual Drill Meet

Date(s) requested Jan 25 Time(s) Requested 5 AM - 5 PM

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

Will advertisement(s) be used?  YES  NO If yes, please explain \_\_\_\_\_

Will admission be charged?  YES  NO If yes, please explain Registration for teams only

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**

**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**

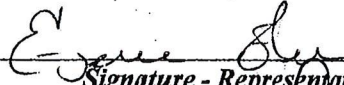
- \$50 per hour, SFS personnel must be present and paid at a rate of time and a half

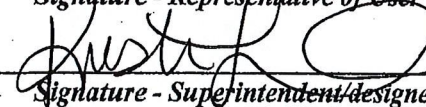
**KITCHEN AND CAFETERIA**

- \$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

  
 \_\_\_\_\_  
*Signature - Representative of User Group*

  
 \_\_\_\_\_  
*Signature - Superintendent/designee*

13 JAN 25  
 \_\_\_\_\_  
*Date*

1/13/25  
 \_\_\_\_\_  
*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

NBHS  
BOOSTERS

N/A

**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				
Food Service Employees				
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				

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

**Reporting Form for Employee Extra Pay**

N/A  
NBHS  
BOOSTERS

**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 JRGC - Boosters

Representative's Name \_\_\_\_\_

Facilities used by organization:  gymnasium     dining room/kitchen     stadium

auditorium     classrooms(s)     other, specify Aux 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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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>

**Approval for Advertising**

**SITE ADMINISTRATOR APPROVAL**

Principals/site administrators may approve or disapprove requests from nonschool groups to post on bulletin boards flyers or notices of general interest to students and/or staff, provided the information will be posted for fewer than thirty (30) calendar days.

If the site administrator is in doubt whether the request requires Board approval, s/he shall confer with the Superintendent/designee.

**BOARD APPROVAL**

All other requests by outside groups to advertise on District property shall require prior approval of the Board, including the following: advertising to be posted for thirty (30) days or longer and commercial advertising involving placement of permanent or semipermanent signs in athletic facilities on other District properties.

**TO APPLY FOR APPROVAL OF THE BOARD TO ADVERTISE, A REPRESENTATIVE OF THE NONSCHOOL GROUP MUST COMPLETE THE INFORMATION REQUESTED BELOW AND RETURN THIS FORM TO THE CENTRAL OFFICE.**

Applicant's Name	<u>Siler</u>	<u>Eugene</u>	
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Address	<u>3200 E. Deblon Lane</u>	<u>Shepherdsville</u>	<u>KY</u>
	<i>Street Address</i>	<i>City</i>	<i>State</i>
			<u>40165</u>
			<i>ZIP Code</i>
Telephone Number	<u>315</u>	<u>222-3094</u>	FAX Number
	<i>(Area Code)</i>		<i>(Area Code)</i>

Applicant represents:

Himself/herself  Organization (specify) JROTC | NBHS BOOSTER CLUB

Type of advertisement Social Media

Time period requested 19 JAN 25 - 5 AM - 5 PM

**IF THIS APPLICATION IS APPROVED, THE APPLICANT SHALL BE RESPONSIBLE FOR REMOVING ALL ADVERTISING MATERIALS AT THE END OF THE TIME PERIOD THE BOARD APPROVES.**

Eugene Siler 13 JAN 25  
*Applicant's Signature* *Date*

<b>BOARD ACTION</b>	
Date Of Consideration: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
If denied, the reason was as follows: _____	
_____	
_____	
Date applicant notified: _____	By whom: _____