

DANNY CLEMENS, DIRECTOR

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

MEMO

TO:

Jesse Bacon 9B

FROM:

Danny Clemens

DATE:

January 9, 2025

RE:

Agenda item for January 27, 2025

 $\nabla O V$

Beth Lennan with Maryville Patriots is requesting to use North Bullitt High School for their Cheer Competition on 1/31/2025 and 2/1/2025, starting at 5 p.m.

A copy of insurance is included.

I recommend they be able to use the facility for their Cheer Competition

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

<u>NOTE:</u> 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 Maryville Patrio to Telephone 270-792-1529 | | | | |
|--|---------|--|--|--|
| Representative's Name Beth Lennon | | | | |
| Address 6510 Innsbruck way love ky 40228 | | | | |
| The above organization/individual requests the use of: | | | | |
| auditorium gymnasium dining room/kitchen stadium | | | | |
| ☐ classroom(s) ☐ other, specify | _ | | | |
| Is the organization planning to use District-owned equipment? YES NO | 74 | | | |
| If yes, specify equipment Operator's Name | | | | |
| Is the organization planning to conduct sales on school premises? YES INO | estr. | | | |
| If yes, give a complete description of what is being sold and how the proceeds will be used. | | | | |
| concessions For their competition + renders will be | sell 19 | | | |
| Building/school/facility North Bullitt High School | item | | | |
| Purpose cheer competition | | | | |
| Date(s) requested 2/1/25 Time(s) Requested 1/31/25 Sp | M- | | | |
| Will public be admitted? YES D NO If yes, please explain 2/1/25 Sp | ·w_ | | | |
| Will advertisement(s) be used? YES NO If yes, please explain | | | | |
| 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.

Application and Agreement for Use of District Property

| | For Office Use O | nly - To be Comp | oleted by School Offic | lal | |
|--|----------------------------|-------------------|------------------------|-----------------|---------|
| Cost for use of | District property \$ | Cost for school e | mployee \$ | Total cost \$ | |
| Deposit \$ | | | Is deposit r | efundable? 🛘 Ye | s 🗆 No |
| | | Balance Due \$ | | | |
| Board employe | e(s) assigned: | | | | |
| | | Board Order # | | | |
| Date of | Use | | | Length o | of Time |
| The sevenies | LE | 1! 1.1 | d cmtt. | 4.00.11545. | |
| The organiza | tion agrees to pay the app | | | | Total |
| The organiza | | | | | Total |
| Custodians Food Service | tion agrees to pay the app | | | | Total |
| Custodians Food Service Employees Supervisory | tion agrees to pay the app | | | | Total |
| | tion agrees to pay the app | | | | |

| Property Used | Facility/ Equipment Fee | Personnel Cost, if applicable | Total Cost for Facility Use |
|--|-------------------------------|-------------------------------------|-----------------------------|
| Gymnasium at North Bullit HS school | | | . : . |
| Auditorium | | | 1. |
| atschool | | · | |
| Cafeteria □ Dining Room ॼ Kitchen □ Both | | | |
| atschool | | | |
| Classroom(s) Number | | | 24.5 - 32.1 - 1 |
| atschool | | | 16.1 mg. |
| Stadium | | | 200 |
| atschool | | | ١, ١ |
| Other Property | | | |
| atschool | | | |

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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

Signature - Representative of User Group

12/4/25 Date

Signature - Superintendent/designee

117/25 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

Reporting Form for Employee Extra Pay

| Submit this form to the Central Office v accom | within one (1) week of the pany this form. | event. A check should |
|---|---|----------------------------|
| Name of Sponsoring Organization/Activity | v Maryville P | atricts |
| Representative's Name Buth Une | nan | |
| Facilities used by organization: | m | tchen 🗖 stadium |
| □ auditorium □ classrooms(s) □ other, s | | |
| Personnel assigned to the event: Custodia | | mployee(s) |
| Supervisory personnel will be paid at not overtime pay with pay beginning 30 min or whenever the facility (including the st | utes before and ending on | e (1) hour after the event |
| SIGNATURES BELOW VI | ERIFY SERVICE FOR THIS I | 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 Cen | tral 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 | | per hour Total \$ |
| Employee Name | | |
| Employee Name | # of Hours @ \$ | per hour Total \$ |
| Superintendent/Designee's Signature | Date | |

Review/Revised:1/15/08

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 | Lennar | <i></i> | Beth | | A | |
|-----------------------------------|------------------------|------------------------|----------------------|-------------|-----------------------|----------|
| | Last Name | | First Name | | Middle Initi | al 👯 |
| Address <u>lo510 T</u> Stree | MNS bruck 1 Address | - Way | Louisville City | Cy State | <u>Yozar</u> zir c | ode . |
| Telephone Number (A | 270 7 rea Code) | 99-152 | 9 FAX Number | (Area Code) | | |
| Applicant represent | s: | | | | | |
| ☐ Himself/herself [| ☑Organizatio | n (<i>specify</i>) _ | Maryville | 2 Patr | riats | 40° |
| Type of advertiseme | ent <u>Che</u> | es co | Mpetition | | | ·· |
| Time period reques | ted1/3 (| 125 3 | spm - a- | 11/25 | SPM | • |
| IF THIS APPLICATE ADVERTISING MAT | | | | | | ING ALL |
| | Ber | hle | man | <u></u> | 2/4/25 | <u> </u> |
| | A | pplicant's S | ignature | | 'Date | 1 |
| | | | BOARD ACTION | | | |
| Date Of Considerati | | | | | | |
| ☐ Approved | □ Denied | If denied, | the reason was as fo | llows: | | |
| Date applicant notif | ied: | | | By whom: | | |

Review/Revised:5/15/2001

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/15/2024

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 to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT Christine Welsh PRODUCER Hyland, Block Hyland (502) 637-4733 FAX (A/C, No): (502) 637-6222 PHONE (A/C. No. Ext): E-MAIL ADDRESS: 9750 Ormsby Station Rd Ste 200 christinaw@hylandins.net INSURER(8) AFFORDING COVERAGE NAIC # INSURER A: Northfield Insurance Company Louisville KY 40223 INSURED INSURER B : Greater Bullitt County Youth Football League, Inc. INSURER C: 107 Roosevelt Court INSURER D : NSURER E : Taylorsville KY 40071 INSURER F : COVERAGES CERTIFICATE NUMBER: 24/25 Master **REVISION NUMBER:** THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDE SUBR TYPE OF INSURANCE POLICY NUMBER LIMITS COMMERCIAL GENERAL LIABILITY 2,000,000 EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurren CLAIMS-MADE X OCCUR 50,000 5.000 MED EXP (Any one person) Y WS604358 10/12/2024 10/12/2025 2,000,000 PERSONAL & ADV INJURY GEN'L AGGREGATE LIMIT APPLIES PER: 2,000,000 GENERAL AGGREGATE PRO-JECT 2,000,000 POLICY PRODUCTS - COMP/OP AGG OTHER: AUTOMOBILE LIABILITY COMBINED SINGLE LIMIT (Es accident) OTUA YAA **BODILY INJURY (Per person)** OWNED AUTOS ONLY HIRED SCHEDULED AUTOS NON-OWNED BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) AUTOS ONLY AUTOS ONLY UMBRELLA LIAB OCCUR EACH OCCURRENCE EXCESS LIAB CLAIMS-MADE AGGREGATE DED RETENTION S WORKERS COMPENSATION AND EMPLOYERS' LIABILITY STATUTE ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT N/A E.L. DISEASE - EA EMPLOYEE l yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate holder is hereby named as an Additional Insured with respects to General Liability per policy form Blanket Additional Insured S2853-CG (3/20) Policy form: Primary And Noncontributory-Other Insurance Condition CG 20 01 04 13 ACCULATION ATT IIAI ACC

| CERTIFICATE HOLD | EX ·, | | CANCELLATION | |
|---|----------|----------|--|--|
| 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. | |
| | | | AUTHORIZED REPRESENTATIVE | |
| Shephe I | rdsville | KY 40165 | (Privario With | |

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ACORD 25 (2016/03)

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