

DEPARTMENT OF FACILITIES

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

MEMO

TO: Jesse Bacon *JB*
FROM: Danny Clemens
DATE: January 16, 2025
RE: Agenda item for January 27, 2025 *DC*

Stephen Hawkins with the Grand Lodge of Ky has requested to use the Auditorium at Bullitt Central for their District Meeting, on April 5, 2025, 9:30 a.m. - 12.30 p.m.

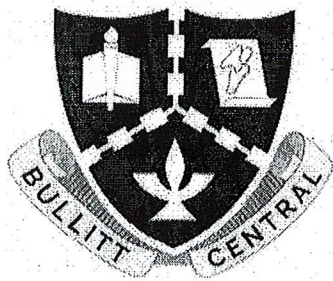
A copy of the insurance is included

I recommend they be able to use the facility for the Grand Lodge of Ky District Meeting.

TW

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

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



BULLITT CENTRAL HIGH SCHOOL

JOE PAT LEE, PRINCIPAL
CHRISTY BURDEN, ASSISTANT PRINCIPAL
ABBY BAYLOR, ASSISTANT PRINCIPAL
KYLE ROACH, ASSISTANT PRINCIPAL

To: Jesse Bacon, Superintendent

From: Joe Pat Lee, Principal

Date: 09/03/2024

Re: Grand Lodge of Ky District Meeting

I am sending the Facility Request form from Stephen Hawkins with the Grand Lodge of KY for your review and board approval. Mr. Hawkins is requesting the use of the auditorium at Bullitt Central to host their District Meeting. He has requested the date of April 5th, 2025 from 9:30am -12:30pm.

Thank you,

Joe Pat Lee
Principal
Bullitt Central High School

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 <u>GRAND LODGE of KY</u> Telephone <u>502 921 3420</u>	
Representative's Name <u>Stephen Hawkins</u>	
Address <u>515 Dentonville Loop Cox's Creek KY 40013</u>	
The above organization/individual requests the use of:	
<input checked="" type="checkbox"/> auditorium <input type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____	
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes, specify equipment _____ 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>AUDITORIUM</u>	
Purpose <u>DISTRICT #15 MEETING</u>	
Date(s) requested <u>APRIL - 05 - 2025</u>	Time(s) Requested <u>9:30AM - 12:30pm</u>
Will public be admitted? <input type="checkbox"/> YES <input checked="" 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.

Application and Agreement for Use of District Property

For Office Use Only - To be Completed by School Official

Cost for use of District property \$ 70 Cost for school employee \$ 194.05 Total cost \$ 264.05

Deposit \$ _____ Is deposit refundable? Yes No

Date Deposit Received _____ Balance Due \$ _____

Board employee(s) assigned: Judy Ice

Board Action Date, if applicable _____ Board Order # _____

Date of Use 4/5/2025 Length of Time 5 hrs

8:30-12:30 p

FEE SCHEDULE

The organization agrees to pay the applicable fee(s) for the use of District facilities.

	# of Employees	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians	<u>1</u>	<u>5</u>	<u>\$38.81/hr</u>	<u>\$194.05</u>
Food Service Employees				
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				<u>194.05</u>

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Total Cost for Facility Use
Gymnasium at _____ school			
Auditorium at <u>PCHS</u> school	\$50 / <u>3 hrs</u> <u>\$10</u> / <u>2 hrs</u>		<u>\$70.00</u>
Cafeteria?, Dining Room?, Kitchen?, Both at _____ school			
Classroom(s) Number _____ at _____ school			
Stadium at _____ school			
Other Property at _____ school			

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



Date



Signature - Superintendent/designee



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

CERTIFICATE OF LIABILITY INSURANCE

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(ies) 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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services LLC, 312 Elm Street, Suite 2400, Cincinnati, OH 45202, 855 874-1390. CONTACT NAME: Mark Weimer, PHONE: 317-559-9247, FAX: 5138526454, E-MAIL: mark.weimer@usi.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Markel Insurance Company (NAIC # 38970), INSURER B: Cincinnati Insurance Company (NAIC # 10677), INSURER C: Bridgefield Casualty Insurance Company (NAIC # 10335).

COVERAGES CERTIFICATE NUMBER: 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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability (MNGG0003222), Automobile Liability (MNGG0003222), Umbrella Liability (EUP0057208), and Workers Compensation and Employers' Liability (19641757).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** Workers Comp Information **

Proprietors/Partners/Executive Officers/Members Excluded:

- Mitchell May, Vice President
Richard Short, President

(See Attached Descriptions)

CERTIFICATE HOLDER: Bullitt County Board of Education, 1040 Highway 44 East, Shepherdsville, KY 40165. CANCELLATION: 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: [Signature]

DESCRIPTIONS (Continued from Page 1)

Bullitt County Board of Education is recognized as an additional insured on a primary and noncontributory basis.