

DANNY CLEMENS, DIRECTOR

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

MEMO

TO:

Jesse Bacon

FROM:

Danny Clemens

DATE:

March 11, 2025

RE:

Agenda item for March 24, 2025 DC

Attached for Board review and approval are Facility Usage and Advertisement requests from the Greater Bullitt County Youth Football League. They are requesting to use the following schools for practices and program advertisement:

Cedar Grove Elementary School Crossroads Elementary School Pleasant Grove Elementary School Shepherdsville Elementary School

I recommend that they be able to use the facility for their football practices and advertisement of programs.

A copy of their Insurance is attached.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

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 Organ	zation/Activity	MT. WASHINITON	COLTS	Telephone 500	778 -C7V-
Representative's Name <u>Jek</u>	WEEL SCH	LAO-TIL		r cichitotte 20c	337 3444
Address P.O.	BOX 1302	MT. WASHINATON	WW WO	0V17-	
The above organization/indiv	idual requests th	to use of:			
contract to the contract of th		dining room/kitchen	🗖 stadiu	ım	
		_ 13 other, specify _c			
Is the organization planning to t					
If yes, specify equipment		- ·		· · · · · · · · · · · · · · · · · · ·	
Is the organization planning to	conduct sales on s	chool premises? D YES	ON D		
If yes, give a complete descript	ion of what is beir	ng sold and how the proc	ecds will be	used.	
Building/school/facility	SS (2000)	CLEMENTARY SC	x105 L		:
Purpose FLOOTEAUL & C	HEEL PILAC	TILE		Maria and American American	
Date(s) requested APRAL 2	ous to Nov	EMBER NOWS T	ime(s) Req	uested EVENITY	<u>ν 6-66-</u> -
Will public be admitted?	☑YES □	NO If yes, please explain_	OUTSLOE	entware 2	
Will advertisement(s) be used?	YES DE	NO If yes, please explain_	PRACTIC	e Lacation	(m)
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 produce 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 injuries contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy 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 filled 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 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 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 organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the organization agrees to permit on the gym 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.

* * *	For Office Use	Only - To be C	mpleted by	School Official		
Cost for use of	District property \$ 500.00	Cost for scho	ol employee	\$T	otal cost \$	
Jeposit S	per MO	<u> </u>		Is deposit refi	undable? 🗆 Yes	□ No
(१९२२) मा अ गा (र इंट के के के हैं के कि			DAMILLO L	ine 🧆 .		
Board employ	se(s) assigned:					
Board Action	Date, if applicable	The second secon	di	Board	Order#	
Date of					Length of	. 1
						
FEE SCHEDI	JLE:		· , •••	•		•
The organiza	ition agrees to pay the a	plicable fee(s) for the v	se of District	facilities.	
· · · · · · · · · · · · · · · · · · ·	# of Employees Require					Total
Custodians						*
Food Service						
Employees						
Supervisory Personnel						*
Other					·	
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			TOTAL PER	SONNEL CHA	RGE	
			200			<u> </u>
	Property Used		Facility/ quipment Fee	Personnel Cost; if applicable		Total Cost for Facility Use
	Gymnasium				99:	And the state of t
at	" * "" '.	hool	:			* ************************************
ar	Auditorium					
	, sc	hool				
at	□ Dining Room □ Kitchen	3 Both				
Calcteria	C. Dining Woom C research	hool				
81						
•	assroom(s) Numbers	chool		:		33. di
at	Stadium s					
I	• • • •	chool				
BI	Other Property					,
	TSIDE MAJOURS S	chool		1		

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 GRANT KNOX	2/14/2025
Signature - Representative of User Group	Date
Ban Monnets	March 10, 2025
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.

<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 O	rganization/Activity	Pleasant Grove Dolph	nins Teleph	one 502.821.9922			
Representative's Name	Taylor Garvin						
)	PO Box 895, Mt. Wash	ington, KY 40047					
The above organization/	'individual requests th	ne use of:					
auditorium	gymnasium 🛛	dining room/kitchen	☐ stadium	·			
□ classroom(s)		I other, specify Fiel	dhouse / Football F	ield			
	Is the organization planning to use District-owned equipment? YES NO						
If yes, specify equipment							
Is the organization planning to conduct sales on school premises? YES NO							
If yes, give a complete des	<u>-</u> :	*	-	w27),			
	Pleasant Grave I	Elementony					
Building/school/facility _		· · · · · · · · · · · · · · · · · · ·					
Purpose Football practices and related events							
Date(s) requested Marc	h 1, 2025 - December 3	31, 2025 Ti	me(s) Requested	TBD			
Will public be admitted?	□ yes 🖾 r	NO If yes, please explain Or	nly program participa	ants will attend			
Will advertisement(s) be us	ed? 🗆 YES 🖾 1	NO If yes, please explain	-				
Will admission be charged?		NO If yes, please explain					

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- 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.

	For Office Use On	ıly - To	be Con	npleted by	School Official		
Cost for use of	District property \$\frac{\$500}{\text{Per MOA}}	Cost for	school	l employee	\$ To	otal cost \$	
Deposit \$	Per MOA				Is deposit refu	ındable? 🗆 Yes	□ No
Date Deposit R	eceived		***************************************	Balance D)ue \$	· · · · · · · · · · · · · · · · · · ·	
Board employe	ee(s) assigned:				······		
	Date, if applicable						
Date of	Use		, ,			Length o	f Time
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FEE SCHEDU			C ()	A A		o 114.1	•
i ne organiza	tion agrees to pay the appl						
	# of Employees Required	# Of H	lours	Hourly	Rate (Overtime	at 1.5 times)	Total
Custodians							1
Food Service Employees							
Supervisory Personnel							
Other	,			***************************************			,,_,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
·							
· · · · · · · · · · · · · · · · · · ·		-	T	TAL PER	SONNEL CHAI	RGE	
	Property Used		Fa Equ	cility/ lpment Fee	Personnel Cost, if applicable		Total Cost for Facility Use
,	Gymnasium						
at	schoo	ol					•
	Auditorium			,_,			
at	schoo	ol			-		
Cafeteria 🗆	Dining Room 🗆 Kitchen 🗆 Be	oth					
at	schoo	ol					
Clas	sroom(s) Number		.,	······································			30 . 31.5 .
	schoo	ol		•			100
	Stadium					·	
at	schoo	ol					
	Other Property				out.		
at	schoo	ol					

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

Taylor Garvin - Chairman	. January 16, 2025
Signature - Representative of User Group	Date
1) wina Bickley	3/12/2025
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.

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Name of Sponsoring Orga	nization/Activity	Shepherdsville Steel	ers Telephone <u>502-592-3</u>	707
Representative's Name	Matt White			
Address		*****		
The above organization/ind	ividual requests th	e use of:		
auditorium 🗖	gymnasium 🔲	dining room/kitchen	☐ stadium	
classroom(s)	·	D other, specify _op	en grass areas	
Is the organization planning to		the state of the s		7.6
If yes, specify equipment		Operator	's Name	
Is the organization planning to				esti.
If yes, give a complete descrip	otion of what is being	g sold and how the proce	eeds will be used.	-35k - /4
Building/school/facility Shep	pherdsville Elementary			
Purpose Foorball and	Cheer Practices			· · · · · · · · · · · · · · · · · · ·
Date(s) requested April 2025	- November 2025	T	ime(s) Requested 6-9pm	
Will public be admitted?	□ yes 🗵 n	O If yes, please explain	· · · · · · · · · · · · · · · · · · ·	
Will advertisement(s) be used?	□ YES □ N	O If yes, please explain _		
Will admission be charged?	□ yes 🖾 N	O If yes, please explain		
When using school facilities,	, this organization :	agrees to observe the fo		ai "te ta

- 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.
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	For Office Use On	ly - To	be Con	apleted by	School Official		
Cost for use of 1	District property \$ 500.00	Cost for	· school	employee	s \$To	tal cost \$	
Deposit \$	per MOA					ındable? □ Yes	
Date Deposit Re	eceived				Due \$		
Board employed	e(s) assigned:		· · · · · · · · · · · · · · · · · · ·	-			
Board Action D	ate, if applicable				Board (
Date of	Use					Length of	Time
FEE SCHEDU							
	ion agrees to pay the appl	icable	fee(s)	for the u	se of District	acilities.	
	# of Employees Required				Rate (Overtime		Total
Custodians					· · · · · · · · · · · · · · · · · · ·		
Food Service Employees							
Supervisory Personnel	-						1
Other							
			T	OTAL PER	RSONNEL CHAI	RGE	
	Property Used		Egu	cility/ ipment Fee	Personnel Cost, if applicable		Total Cost for Facility Use
	Gymnasium				, , , , , , , , , , , , , , , , , , ,		
at	schoo	ol .		*			
·	Auditorium			•			·
	schoo						
1	Dining Room □ Kitchen □ B						
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:1	sroom(s) Number	~1					ter Page
at	Stadium schoo						<u> </u>
at	schoo	ol					
at	Other Property school	ol					

RATES FOR DISTRICT FACILITY USE

(The Principal of the school may set additional charges if not specifically stated.)

ALL PURPOSE ROOM

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 - \$30 for elementary/middles schools

•	\$50	for	high	schools	
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Signature - Representative of User Group

2/14/2025

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.

SCHOOL FACILITIES

Application and Agreement for Use of District Property

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Bari Laberte Britania, Laberte de la Brande de la Pariste			
Name of Spensoring Organiza	tion/Activity LYXX Gr	M. G. M. M. Commercial St. 2000	44,0000
Representative / Name - FWV	REMOUSES.		多为信息 ,
LEVA LEVA	Cameron Liage 2	Shoplatashile fy 401	
The above organization/individ			
	nessium 🚨 dining room/		
		- Gold Maning School	
LICIASTON (S)		ooin Beld behind School	
is the organization planning to use	District-owned equipment? C	YES EL NO	
If yes, specify equipment		Opprator's Namo	<u> Marie I</u> rek
Is the organization planning to con	duct sales on school premises?	MYES DNO	
ICyes, give a complete description	of what is being sold and how	the proceeds will be used. (ONCLOSIO)	Stand.
	ara fair eear	The Control of the Co	
Building/school/facility	instance elemen	Many	
Purpose Proximal C	NOON		Agend al
Date(f) requested 4 4 (55 a		Time(s) Requested 53000	BURN
	YES U NO II 700, picete		Aller Francis
Will advertisement(s) by used?	YES S NO II yes, please	A STATE OF THE STA	,
Will administrate by the part?	YES NO If yes, please		
When using school facilities, this	organization agrees to obse	rve the followings	

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٠	\$50	for	high	schools

Grant knox

Signature - Representative of User Group

Date

3-10-25

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(8) WILL BE MADE.

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 William	Amber		m Tm resum to describe	ed harmandli rai i di ca dur regulari (1946 y 1950 y 1961 20 hara et 1966 y
Loss Nome Address 19 Cameron Ruly Rd Street Address	Shophardshu Chy	State		
Telephone Number <u>SDQ.</u> <u>944 f</u> (Aren Code)	103.3- PAX Number	(Area Code)		
Applicant represents: [I] Himself/horself [I] Organization (speci	60 GBC4F			
Type of advertisement FUMPUL	Chea Piyer	About	Signus	Events
Time period requested $3.1-85$ -	na processing a company of the processing the first particle and the company of t			
IF THIS APPLICATION IS APPROVED, TO ADVERTISING MATERIALS AT THE END				40VING ALL
	() 1's Signature		2.13.6 Bate	9.S
	BOARD ACTION			
Date Of Consideration: Approved Denied If den	led, the reason was as fo	Mowa:		
Date applicant notified:		By whom		

Review/Revised:5/15/2001

Approval for Advertising

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SUNGACIA Last Name	DENIFOL Plat Nam		A. Middle Initial 1/2
Address <u>P.O. 130% (30%</u>	PATT, WEITHER WITH		YOOYA ZIP Code
Sine Address		Since	
Telephone Number <u>CO2</u> 33 (Area Code)	9-5000 FAX Numbe	(Area Code)	2 教授経験 支援教 登成を
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A	pplicant's Signature		Date.
Date Of Considerations	BOARD ACTION		
□ Approved □ Denied	If denied, the reason was a	s follows:	
Date applicant notified;		By whom:	

Review/Revised;5/15/2001

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KY 40166

AUTHORIZED REPRESENTATIVE

Bullitt County Public Schools 1040 Highway 44 East

Shepherdsville