



TODD CRUMBACKER, DIRECTOR
STEPHANIE NORRIS, PROGRAM ASSISTANT
ANNETTE MURPHY, ADMINISTRATIVE ASSISTANT
MICHELLE LOUDERMILK, ACCOUNTS PAYABLE SECRETARY

DEPARTMENT OF SCHOOL NUTRITION SERVICES

DATE: March 18, 2025
TO: Jesse Bacon, Superintendent
FROM: Todd Crumbacker, Director of School Nutrition Services
RE: Use of District Property - Facilities Agreement - for Shepherdsville Elementary School

Attached is an Application and Agreement for Use of District Property. Shepherdsville Elementary School is wanting to use the cafeteria and kitchen spaces for a scheduled event on April 23-24.

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 SES Choir Telephone 7027
 Representative's Name Stacey Stults (502) 296-6772
 Address 527 W. Blue Lick Rd. Shepherdsville 40165

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
 If yes, specify equipment ovens & large pans Operator's Name Tammie Swift

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. _____

Building/school/facility Shepherdsville Elementary Kitchen
 Purpose to prepare food for dinner theatre

Date(s) requested _____ Time(s) Requested _____

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 _____

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.

for April 23, 24
2 hours each night

Application and Agreement for Use of District Property

For Office Use Only - To be Completed by School Official

Cost for use of District property \$ ϕ Cost for school employee \$ 101.52 Total cost \$ 101.52
 Deposit \$ ϕ Is deposit refundable? Yes No
 Date Deposit Received ϕ Balance Due \$ 101.52
 Board employee(s) assigned: _____
 Board Action Date, if applicable _____ Board Order # _____
 Date of Use April 23-24 Length of Time 2 hrs. each night

FEE SCHEDULE

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

	# of Employees Required	# of Hours	Hourly Rate	Total
Custodians				
Food Service Employees	1	4	16.92 + 8.46 = 25.38 <small>time half</small>	101.52
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				101.52

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Total Cost for Facility Use
Gymnasium at _____ school			
Auditorium at _____ school			
Cafeteria Dining Room <u>(Kitchen)</u> Both at <u>Shepherdsville Elem.</u> school	<u>ϕ</u>	<u>101.52</u>	<u>101.52</u>
Classroom(s) Number _____ at _____ school			
Stadium at _____ school			
Other Property at _____ school			

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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

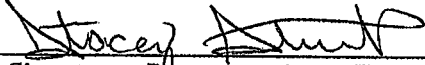
- \$50 per hour, SFS personnel must be present and paid at a rate of time and a half

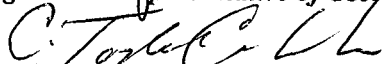
KITCHEN AND CAFETERIA

- \$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

3-21-25
Date
3/21/25
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:6/17/2024