

**DEPARTMENT OF SCHOOL NUTRITION SERVICES**

**TODD CRUMBACKER, DIRECTOR**

STEPHANIE NORRIS, PROGRAM ASSISTANT

ANNETTE MURPHY, ADMINISTRATIVE ASSISTANT

MICHELLE LOUDERMILK, ACCOUNTS PAYABLE SECRETARY

DATE: May 7, 2025

TO: Jesse Bacon, Superintendent

FROM: Todd Crumbacker, Director of School Nutrition Services

RE: Use of District Property - Facilities Agreement - for Bullitt Central High School

Attached is an Application and Agreement for Use of District Property. Bullitt Central High School is wanting to use the cafeteria and kitchen spaces, along with kitchen equipment for a scheduled event on May 31-June 1, 2025.

**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 <u>BCHS Project Grad</u>		Telephone <u>502-643-1391</u>
Representative's Name <u>Elizabeth Shafte</u>		
Address <u>966 Clarks Ln Shepherdsville, KY 40165</u>		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium	<input type="checkbox"/> gymnasium	<input checked="" type="checkbox"/> dining room/kitchen
<input type="checkbox"/> classroom(s)	<input type="checkbox"/> other, specify _____	
Is the organization planning to use District-owned equipment? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, specify equipment <u>warmers/cooler / ice cream</u>		Operator's Name <u>Toby Day</u>
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>BCHS</u>		
Purpose <u>Project Grad</u>		
Date(s) requested <u>5-31-25 - 6-1-25</u>		Time(s) Requested <u>5pm - 7AM</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 checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please explain <u>Guests will pay</u>		

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 \$	Cost for school employee \$	Total cost \$	
0	0	0	
Deposit \$	Is deposit refundable? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Deposit Received	Balance Due \$		
Board employee(s) assigned: _____			
Board Action Date, if applicable _____ Board Order # _____			
Date of Use	5/31/25 - 6/1/25		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	Total
Custodians				
Food Service Employees	1		0	0
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				0

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable		Total Cost for Facility Use
Gymnasium at _____ school				
Auditorium at _____ school				
Cafeteria Dining Room Kitchen Both at <u>BCHS</u> school	0	0		0
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**

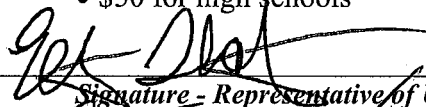
- \$50 per hour, SFS personnel must be present and paid at a rate of time and a half

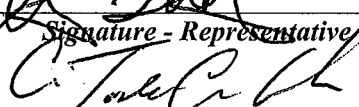
**KITCHEN AND CAFETERIA**


- \$80 per hour, SFS personnel must be present and paid at a rate of time and a half

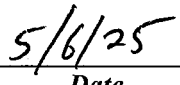
**OUTSIDE PROPERTIES**

- \$30 for elementary/middles schools
- \$50 for high schools

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

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

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
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