

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

DEPARTMENT OF FACILITIES

MEMO

TO: Jesse Bacon

FROM: Danny Clemens

DATE: June 2, 2025

RE: Agenda item for June 16, 2025 **DC**

Attached for Board review and approval is a Facility Usage request from the Bullitt County Solid Waste Department.. They're requesting to use parking lots for the County Cleanup Days at Lebanon Junction Elementary, Maintenance Building, Nichols Elementary on June 28,2025 and North Bullitt High School and Mt. Washington Middle School on July 19, 2025.

I recommend that they be able to use the facility for their program.

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

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	Bullitt Co. Solid Waste	Telephone	502-921-0134
Representative's Name	Christie Royalty, Solid Waste Coordinator		
Address	149 N. Walnut Street		
The above organization/individual requests the use of:			
<input type="checkbox"/> auditorium	<input type="checkbox"/> gymnasium	<input type="checkbox"/> dining room/kitchen	<input type="checkbox"/> stadium
<input type="checkbox"/> classroom(s)	<input checked="" type="checkbox"/> other, specify <u>Parking lot</u>		
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.			
<u>N/A</u>			
Building/school/facility	<u>LS Elem, Olds HSP, Mchds, NB HS, Mt. Wash M. Jk</u>		
Purpose	<u>County Clean up days</u>		
Date(s) requested	<u>6/28/25 & 7/17/25</u>	Time(s) Requested	
Will public be admitted?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO If yes, please explain	
Will advertisement(s) be used?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO If yes, please explain <u>Attached</u>	
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.



Christie Royalty-Orr
Solid Waste Director

149 N. Walnut Street
3rd Floor
Shepherdsville, KY 40165

Office: 502-921-1034
Cell: 502-531-2038
Croyalty-orr@bullittky.com



Application and Agreement for Use of District Property

For Office Use Only - To be Completed by School Official			
Cost for use of District property \$ <u>0</u>	Cost for school employee \$ _____	Total cost \$ _____	
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 _____	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 (Overtime at 1.5 times)	Total
Custodians				
Food Service Employees				
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable		Total Cost for Facility Use
Gymnasium at _____ school				
Auditorium at _____ school				
Cafeteria <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

★ Parking Lots

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

Christa Royalty - Orr
Signature - Representative of User Group

6/2/25
Date

[Signature]
Signature - Superintendent/designee

6/2/25
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

NSURER KACo All Lines Fund 400 Englewood Drive Frankfort, Kentucky 40601 1-800-264-5226	This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certification does not amend, extend or alter the coverage afforded by the policies below.
NSURED Bullitt County Fiscal Court PO Box 768 Shepherdsville, KY 40165	
Company Letter A: KACo All Lines Fund	
Company Letter B:	
Company Letter C:	
Company Letter D:	
Company Letter E:	

COVERAGES

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 terms, exclusions, and conditions of such policies. Limits shown may have been reduced by claims.

CO LTR	Type of Insurance		Policy Number	Policy Eff. Date	Policy Exp. Date		LIMITS
A	General Liability		P&C0003	7/1/2024	Until Cancelled	General Aggregate	\$5,000,000
						Products-Comp/Ops Aggr	
	<input type="checkbox"/> Claims Made	<input checked="" type="checkbox"/> Occurrence				Personal & Adv. Injury	
	<input type="checkbox"/> Owner's & Contractor's Prot.					Each Occurrence	\$3,000,000
						Fire Damage (Any 1 Fire)	
						Medical Exp. (Any 1 Pers.)	
	Automobile Liability					Combined Single Limit	
	<input type="checkbox"/> Any Auto	<input type="checkbox"/> Hired Auto				Bodily Injury (Per Pers.)	
	<input type="checkbox"/> All Owned	<input type="checkbox"/> Non-Owned				Bodily Injury (Per Acc.)	
	<input type="checkbox"/> Scheduled	<input type="checkbox"/>				Property Damage	
						Deductible (comp/coll)	
	<input type="checkbox"/> Property					As Per Statement on File	
	<input type="checkbox"/> Inland Marine						
	<input type="checkbox"/>						
	<input type="checkbox"/> Law Enforcement					Each Occurrence Aggregate	
	<input type="checkbox"/>						
	<input type="checkbox"/> Errors & Omissions					Each Occurrence Aggregate	
	<input type="checkbox"/>						
	<input type="checkbox"/> Employment Practices					Each Claim Aggregate	
	<input type="checkbox"/>						
	<input type="checkbox"/> Flood						
	<input type="checkbox"/>						

Description of Operations/Locations/Vehicles/Special Items:

Bullitt County Clean-up days

Saturday, June 28th, 2025 held at Lebanon Junction Elementary School located on 10920 Preston Hwy, Lebanon Junction, KY 40150
& Old Shepherdsville High School Parking Lot located on Joe B. Hall Ave, Shepherdsville, KY 40165
& Saturday, July 19th, 2025 held at the North Bullitt High School located on 3200 Hebron Lane Shepherdsville, KY 40165
& Mt. Washington Middle School located on 269 Water St, Mt. Washington, KY 40047

Primary And Noncontributory-Other Insurance Condition

Certificate Holder <input type="checkbox"/> Loss Payee <input type="checkbox"/> Additional Insured Bullitt County Public Schools 1040 KY-44 Shepherdsville, KY 40165	Cancellation: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives.
	Authorized Representative Joe Greathouse **receipt of e-mail is verification of signature**

2025 BULLITT COUNTY CLEANUP DAYS

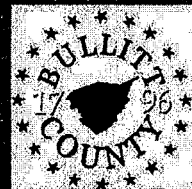
Bullitt County Residents will have an opportunity to get rid of large items such as mattresses, appliances, furniture, etc. once again this Summer. The locations below will have receptacles available for disposal of your items during the hours of 8:00 AM- 4:00 PM.

The following items will NOT be accepted: Yard Waste, Garbage, Tires, Items Containing Freon, Hazardous Materials or Paint.

June 20, 2025 July 19, 2025
8:00 AM-4:00 PM 8:00 AM-4:00 PM

- * L. J. Elementary School
parking lot, Highway 61
- * Old Shep. High School
parking lot, Joe B. Hall Ave
- * Nichols Elementary School
parking lot, Highway 44 West

- * N.B. High School parking lot,
Hebron Lane
- * Mt. Washington Middle School
parking lot



LICENSES WILL BE CHECKED. BULLITT COUNTY RESIDENTS ONLY.