



Bullitt County Public Schools

1040 Highway 44 East

Shepherdsville, KY 40165

<https://www.bullittschools.org/>

Community Use of School Facilities

INTRODUCTION

The Board of Education has established guidelines for the Community Use of School Facilities. The policies and procedures explain, in detail, the application process and responsibilities of the requesting user, school and the Board of Education.

It is important that everyone is familiar with and adheres to these policies and guidelines regarding the application process. To assist, we have created a packet that includes all the related policies, procedures, guidelines, tips, and forms as listed below.

In order to receive permission to utilize a Bullitt County Public Schools Facility, you must read and agree to the terms in our [Community Use of Schools packet](#). Please review this information in its entirety before continuing with this request.

When facilities are to be used for non-school activities and/or activities not for the benefit of the school district, a certificate of general liability insurance naming the school board members, school employees, and school district as additional insureds shall be provided. Minimum single limit coverage \$1,000,000.00.

The certificate of liability insurance must name Bullitt County Public Schools as additional insured under the policy for the activity. Insurance companies should enter this at the bottom under "Certificate Holder."

The insurance policy needs to list Bullitt County Public Schools as additional insured on all casualty policies on a primary/noncontributory basis. This can be added as an "Other Insurance Condition" that supersedes any provision to the contrary. A Primary and Noncontributory endorsement states that the group's insurance is primary and will not seek contribution from any other insurance available to an additional insured under the provided policy.

Per policy [Procedure 05.3 AP.1](#), Priority Level I groups may not require proof of insurance. Priority groups II, III, and IV must include proof of liability insurance. If this is applicable, please upload the appropriate paperwork below.

[Example of Liability Insurance](#)

Upload your insurance paperwork below.

[No File]

General Instructions/Comments

- The preferred method of submission is via this online application; however, interested parties may submit a hard copy, in person, at the district facilities department.
- All applications requiring placement on the Board agenda for Board approval (Priorities III and IV from Procedure 05.3 AP.1) must be received in our office by noon, on the Monday before Board agenda items are due to the Superintendent.
- Groups/organizations are to be charged according to the "Fees Charged" section of the "Priority for Use Form "05.3 AP.1.

- If after submission you need to make any changes to your request, please contact the Director of Facilities at (502) 869-8022.
- If a certificate of liability is required, the Bullitt County Board of Education must be listed as the certificate holder.
- Any sales on the school premise must be in compliance with Policy 05.32 and Procedure 05.32 AP. 1.
- Any advertisements posted on the school premise must adhere to "Advertising in the Schools"- Policy 10.4.

☒ I have viewed and acknowledge the Bullitt County Public Schools community use of school facilities policies and procedures.



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Application and Agreement for Use of District Property

Requestor Name		Requestor Email	
Casey Bannon		casey.bannon@bullitt.kyschools.us	
Name of Sponsoring Organization/Activity		Telephone	
Bullitt County Public School		(502) 492-8999	
Representative's Name			
April Dawson			
Address	City	State	Zip
3200 E Hebron Lane	Shepherdsville	KY	40165
The above organization/individual requests the use of:		Specify other	
<input type="checkbox"/> auditorium <input checked="" type="checkbox"/> gymnasium <input checked="" type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) <input checked="" type="checkbox"/> other		hallways	
<input checked="" type="checkbox"/> I understand that a \$50 per hour fee will be charged if district custodial staff are required.			

Is the organization planning to use District-owned equipment?

☐ Yes ☒ No

Is the organization planning to conduct sales on school premises?

☒ Yes ☐ No

Give a complete description of what is being sold and how the proceeds will be used.

concessions, food trucks, and craft fair goods

School

North Bullitt HS

Purpose

Craft Fair

☒ Single Event ☐ Ongoing Use (multiple days)

Event Start

09/19/2025 07:00 pm

Event End

09/20/2025 07:00 pm

Will public be admitted?

☒ Yes ☐ No

Please explain:

to shop the craft fair

Will advertisement(s) be used?

☐ Yes ☒ No

Will admission be charged?

☐ Yes ☒ No

When using school facilities, this organization agrees to observe the following:

For Office Use Only - To be Completed by School Official

Cost for use of District property

\$0

Cost for school employees

\$600

Total cost

\$600.00

Deposit

--

Is deposit refundable?

☐ Yes ☐ No

Date Deposit Received

Balance Due

Board employee(s) assigned

Board Action Date

Board Order #

Date of Use

length of Time

Fee Schedule

Personnel	# of employees required	# of hours	Hourly Rate (Overtime at 1.5 times)	Total
--	1	12	\$50	\$600.00
				\$600.00

Total Personnel Charge

\$600.00

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Total Cost for Facility Use
Gymnasium at North Bullitt HS	--	--	\$0.00
Auditorium at North Bullitt HS	--	--	\$0.00
Cafeteria/Dining Room/Kitchen at North Bullitt HS	--	--	\$0.00
Classroom(s) Number _____ at North Bullitt HS	--	--	\$0.00
Stadium at North Bullitt HS	--	--	\$0.00
Other Property at North Bullitt HS	--	--	\$0.00
			\$0.00

Grand Total Cost

\$600.00

Application and Agreement for Use of District Property

RATES FOR DISTRICT FACILITY USE

District leadership may set additional charges if not specifically stated.

ALL PURPOSE ROOM

AUDITORIUM

GYMNASIUM

CAFETERIA

KITCHEN

KITCHEN AND CAFETERIA

OUTSIDE PROPERTIES

TURF USE

CUSTODIAL STAFF

- ☒ I UNDERSTAND THAT 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.

Casey J Bannon

Signature - Representative of User Group

08/19/2025

Date Signed

Kristi Lynch

Signature - Principal

08/20/2025

Date Signed

Danny Clemens

Signature - Superintendent/designee

08/21/2025

Date Signed

Does this require Board approval?

☒ Yes ☐ No

Would you like to add any notes or special requests?

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Optional

- ☒ HVAC Scheduled/Not Needed



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Reporting Form for Employee Extra Pay

Name of Sponsoring Organization/Activity

Bullitt County Public School

Representative's Name

April Dawson

Facilities used by organization: **gymnasium, dining room/kitchen, other - specify: hallways**

Does this require Board approval

☐ Yes ☐ No

Personnel assigned to the event:

- ☐ Custodian(s) ☐ Food Service Employee(s) ☐ Supervisory personnel will be paid at not less than their regular hourly rate or regular overtime pay with pay beginning 30 minutes before and ending one (1) hour after the event or whenever the facility (including the stadium) is in good, useable order for the next day.

How many employees worked at this event?

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For Central Office use only

☒ Insurance Verified

☒ Appropriate use of facilities verified



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MEMO

TO: Dr. Jesse Bacon, Superintendent
FROM: Danny Clemens
DATE: 08/21/2025
RE: Board Agenda Item: Community Use of School Facilities

Bullitt County Public School has submitted a facility use form seeking permission to use North Bullitt HS on the following days:

09/19/2025 - 09/20/2025

All required documentation has been verified. I recommend approval of this request.

Please reach out with any questions.

Danny Clemens