



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.**

[ Private File Not Included ]

[ Private File Not Included ]

[ Private File Not Included ]

### **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.
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☒ 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

<b>Requestor Name</b>		<b>Requestor Email</b>	
<input type="text" value="Lori Kerr"/>		<input type="text" value="lori.kerr@bullitt.kyschools.us"/>	
<b>Name of Sponsoring Organization/Activity</b>		<b>Telephone</b>	
<input type="text" value="Girl Scouts"/>		<input type="text" value="(502) 492-0939"/>	
<b>Representative's Name</b>			
<input type="text" value="Lori Kerr"/>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<input type="text" value="221 Lauren Way"/>	<input type="text" value="Mt. Washington"/>	<input type="text" value="KY"/>	<input type="text" value="40047"/>

**The above organization/individual requests the use of:**

- ☐ auditorium  
☐ gymnasium  
☐ dining room/kitchen  
☐ stadium  
☐ classroom(s)  
☒ other

**Specify other**

☒ 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

**School****Purpose**

☐ Single Event ☒ Ongoing Use (multiple days)

Start Date Range	End Date Range	Start Time	End Time	*Days of the Week
08/19/2025	05/05/2026	07:00 pm	08:30 pm	Tuesday

\*Days of the week are a multi-select dropdown, on the column to view the options

**Notes for the Administrator (optional)****Will public be admitted?**

☒ Yes ☐ No

**Please explain:****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

\$0

Total cost

\$0.00

Deposit

--

Is deposit refundable?

☐

Yes

☐

No

Date Deposit Received

--

Balance Due

--

Board employee(s) assigned

--

Board Action Date

09/22/2025

Board Order #

--

Date of Use

08/19/2025

length of Time

1.5 hrs/twice each month

Fee Schedule

Personnel	# of employees required	# of hours	Hourly Rate (Overtime at 1.5 times)	Total
--	--	--	--	\$0.00
				\$0.00

Total Personnel Charge

\$0.00

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Total Cost for Facility Use
Gymnasium at Mt. Washington ES	--	--	\$0.00
Auditorium at Mt. Washington ES	--	--	\$0.00
Cafeteria/Dining Room/Kitchen at Mt. Washington ES	--	--	\$0.00
Classroom(s) Number _____ at Mt. Washington ES	--	--	\$0.00

Stadium at Mt. Washington ES	--	--	\$0.00
Other Property at Mt. Washington ES	\$0	--	\$0.00
			\$0.00

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Grand Total Cost

\$0.00

## 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.

*Lori Kerr*

Signature - Representative of User Group

08/17/2025

Date Signed

*Leslie Weihe*

Signature - Principal

09/03/2025

Date Signed

*Danny Clemens*

Signature - Superintendent/designee

09/03/2025

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

Girl Scouts

Representative's Name

Lori Kerr

Facilities used by organization: other - specify: library

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: 09/03/2025  
RE: Board Agenda Item: Community Use of School Facilities

Girl Scouts has submitted a facility use form seeking permission to use Mt. Washington ES on the following days:

08/19/2025 - 05/05/2026

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

Please reach out with any questions.

*Danny Clemens*