



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Jesse Bacon
Superintendent

FROM: Troy Wood 
Chief Operations Officer

DATE: November 11, 2025

RE: November Board Agenda Item
Revision to Procedure 05.3 AP.1

I am requesting review and approval of 05.3 AP. 1 Community Use of School Facilities, to further clarify the process for utilization of Bullitt County Public School facilities.

Matt Cooper with KDE and Board Attorney Eric Farris have seen and approved the changes. Let me know should you have questions or require additional information.

TDW:at

Attachments:

- Procedure 05.3 AP.1 Community Use of School Facilities

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

Community Use of School Facilities**PRIMARY PURPOSE**

School facilities are for the primary purpose of meeting the educational needs of school-age youth in the district. However, with reasonable policies and procedures, the school can assist the community in meeting social, civic, recreational and cultural needs by effective utilization of school facilities.

PRIORITY FOR USE OF SCHOOL FACILITIES

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
I - School Groups	Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts. Interscholastic activities including athletic teams, speech and debate, band competition and academic competition. Any school group that requires a faculty sponsor including, but not limited to, all school-sponsored clubs, homerooms, honor societies and student council. Booster Groups - academic, athletic and band	Principal/designee Does not require a Community Use Application	Principal/designee	None	None required NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. (Accounting Procedures for Kentucky School Activity Funds)
	District Adult/Community education programs Parent-Teacher Association/ Organization	Principal/designee A Community Use Application must be submitted	Must schedule with Principal/designee	None	None required NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. (Accounting Procedures for Kentucky School Activity Funds)

SCHOOL FACILITIES

05.3 AP.1
(CONTINUED)

Community Use of School Facilities

PRIORITY FOR USE OF SCHOOL FACILITIES (CONTINUED)

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
II - School-Related Groups	4-H Clubs Scout groups County Recreation Programs (<u>all participants enrolled in Bullitt County Schools</u>) Little League and/or comparable groups including, but not limited to, YMCA (<u>all participants enrolled in Bullitt County Schools</u>) AAU programs (all student participants enrolled in Bullitt County Schools) Adult farmers	Principal/designee A Community Use Application must be submitted	Principal/designee	Custodial fees, if designated in contract	As specified in the contract <u>Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board Policy 05.3.</u>
III - Community Interest Groups	Civic clubs Industrial groups Church groups AAU programs (<u>not all participants enrolled in Bullitt County Schools</u>) Homemakers Farm Bureau Historical Society <u>County Recreation Programs (not all participants enrolled in Bullitt County Public Schools)</u> <u>Little League/or Comparable Groups (not all participants enrolled in Bullitt County Public Schools)</u>	Board of Education A Community Use Application must be submitted	Principal or designee	Usage and custodial fees, as designated in contract	As specified in the contract Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.
IV - Meetings of General Public	General meetings of various community groups including, but not limited to, political parties.	Board of Education A Community Use Application must be submitted	Superintendent/designee or Principal or designee	Usage and custodial fees, as designated in contract	As specified in the contract Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.

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SCHOOL FACILITIES

05.3 AP.1
(CONTINUED)

Community Use of School Facilities

FOOD SERVICE

Eligible groups may contract for meals to be served in school dining areas. Use of kitchen equipment requires the presence of a School Food Service employee.

PUBLIC ELECTIONS

School facilities may be used for public elections without charge.

SPECIAL/EMERGENCY USE

Special/emergency use of facilities may be approved by the Superintendent/designee with explanation made to the Board at its next regular meeting.

Review/Revised:6/16/2025