


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 Policy 05.3

I am requesting approval of Policy 05.3 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:

- Policy 05.3 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

WHO MAY USE

Principals, following guidelines established by the Board, may grant the use of school facilities to responsible and organized groups for purposes that provide demonstrable benefit to the schools or to the community as a whole. School facilities shall not be used for personal or commercial activities. Use of school facilities shall not be granted when such use interferes with educational purposes.

The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.¹

AVAILABILITY

The Board shall determine when and which facilities will be available to the community and establish reasonable fees for their rental. The Board, after considering all factors and best interests of the District, in its discretion, may accept or reject applications for use of District facilities

Any organization that is not an approved student organization, faculty group, school-related parent group, or county youth recreation program (where all participants are BCPS students) desiring to rent school facilities for continuous use shall apply annually. Applications for such use must be made to the Board a minimum of three (3) months prior to usage. This one (1)-year period applies to the use of all school district properties, regardless of whether the same building is rented or not. Further, "continuous" use is defined as renting the facility for a period of at least once a month (or twelve (12) times) per calendar year.

Unless special arrangements are made with the Principal, all use of facilities by outside groups shall be canceled when schools are closed due to inclement weather or other emergency conditions.

APPLICATION AND CONTRACT

The Board shall adopt an official application form and an official rental contract, both of which shall detail the conditions of usage. Persons authorized to represent officially the renting organization must sign the application and contract in advance of the rental.

Applications must be submitted to the Principal, who will approve and schedule use of facilities. Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity.

Groups holding regular meetings throughout the year need file only one application at the beginning of each fiscal year. However, special events of such groups must be covered by separate applications whenever they occur.

LIABILITY

The Board shall require a 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.

Community Use of School Facilities**INSURANCE**

The community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity. The insurance policy needs to list BCPS 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 additions insured under the provided policy.

SUPERVISION

The renting organization shall be responsible for providing supervision, and if deemed necessary by the building administrator, security personnel when the size and nature of the event warrant. A responsible representative of the organization using the school facilities shall be accountable to the staff member supervising the activity, be present at all times, and be responsible for all activities of the persons present.

When used by an outside group, school facilities shall be supervised by the Principal or the Principal's designee, and the renting organization shall be responsible for the cost of wages and any applicable overtime wages.

FEES

The Board may require reimbursement for any and all expenses incurred, such as fuel and electricity; supervisory, custodial and cafeteria workers' salaries; and repair of damages to or replacement of school property.

Fees will be charged for facility use by government organizations and county recreation programs when the purpose of the use is fund-raising.

Except for the cost of supervisory services, custodial and cafeteria workers' salaries, no fee shall be charged for facility use for activities that are sponsored by approved student organizations, faculty groups, or school-related parent groups.⁵

Except for the cost of supervisory services, custodial and cafeteria workers' salaries and county recreation programs will not be charged fees when all participants are BCPS students.

DISREGARD OF RULES

Disregard of the rules and regulations governing the use of school facilities shall result in the Principal's refusal to grant the offending group or organization further use of the facilities.

REFERENCES:

¹[KRS 162.055](#)

[KRS 158.183](#); [KRS 160.290](#); [KRS 160.293](#)

[KRS 160.340](#); [KRS 162.050](#)

[OAG 60-389](#); [OAG 80-78](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

RELATED POLICIES:

05.31, 10.3

Adopted/Amended: 7/22/2024

Order #: 2024-123