



Bullitt County Public Schools

1040 Highway 44 East

Shepherdsville, KY 40165

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

**MEMO**

TO: Dr. Jesse Bacon, Superintendent  
FROM: Thomas Stokes  
DATE: 01/16/2026  
RE: Board Agenda Item: Community Use of School Facilities

Bullitt Lodge #155 F&AM has submitted a facility use form seeking permission to use Bullitt Central HS on the following days:

06/07/2026

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

Please reach out with any questions.

*Thomas Stokes*

[\*\*< Back\*\*](#)



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## Application and Agreement for Use of District Property

**Requestor Name**

Chris Bell

**Requestor Email**

christopher.bell43@gmail.com

**Name of Sponsoring Organization/Activity**

Bullitt Lodge #155 F&amp;AM

**Telephone**

(502) 415-2994

**Representative's Name**

Chris Bell

**Address**

192 Birchwood Drive

**City**

Shepherdsville

**State**

KY

**Zip**

40165

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

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

**Specify other**

Parking Lot

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.**

Entry fee of \$20 for car show, food and drinks will be sold, we will have a silent auction plus a 50/50 raffle. The proceeds raised will be split between the three high schools for scholarship money to

**School**

Bullitt Central HS

**Purpose**

To host a car show by the Mason of Bullitt County

Single Event  Ongoing Use (multiple days)

**Event Start**

06/07/2026 1:00 PM

**Event End**

06/07/2026 5:00 PM

**Will public be admitted?**

Yes  No

**Please explain:**

Public is free, car entries are \$20.00 per entry

**Will advertisement(s) be used?**

You must get approval for advertising using this form:

Yes  No

Request for Advertising (<https://app.droplet.io/form/0rADeK>)

**Please explain:**

we will advertise on social media and probably put up a banner.

**Will admission be charged?**

Yes  No

**Please explain:**

public is free, car entries will be \$20.00

**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.

**For Office Use Only - To be Completed by School Official**

**Cost for use of District property**

\$50

**Cost for school employees**

\$0

**Total cost**

\$50.00

**Deposit**

**Is deposit refundable?**

Yes

No

**Date Deposit Received**

**Balance Due**

**Board employee(s) assigned**

**Board Action Date**

**Board Order #**

**Date of Use**

06/07/2026

**length of Time**

4 HOURS (1:00-5:00)

**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 Bullitt Central HS			\$0.00
Auditorium at Bullitt Central HS			\$0.00
Cafeteria/Dining Room/Kitchen at Bullitt Central HS			\$0.00
Classroom(s) Number _____ at Bullitt Central HS			\$0.00
Stadium at Bullitt Central HS			\$0.00
Other Property at Bullitt Central HS	\$50		\$50.00
			\$50.00

**Grand Total Cost**

\$50.00

**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**

- o \$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

**KITCHEN AND CAFETERIA**

- \$80 per hour, SFS personnel must be present

**OUTSIDE PROPERTIES**

- \$30 for elementary/middle schools
- \$50 for high schools

**TURF USE**

- Requires \$50 maintenance fee

**CUSTODIAL STAFF**

- Requires \$50 per hour, per employee assigned.

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.



Signature - Representative of User Group

01/08/2026

Date Signed



Signature - Principal

01/16/2026

Date Signed



Signature - Superintendent/designee

01/16/2026

Date Signed

**Does this require Board approval?** Yes     No

Would you like to add any notes or special requests?

Optional

HVAC Scheduled/Not Needed

< Back

Next >

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/14/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	Mark Weimer		
	PHONE (A/C, No, Ext):	513 852-6300	FAX (A/C, No):	5138526454
USI Insurance Services LLC 312 Elm Street, Suite 2400 Cincinnati, OH 45202 855 874-1390	E-MAIL ADDRESS:	mark.weimer@usi.com		
	INSURER(S) AFFORDING COVERAGE			NAIC #
INSURED	INSURER A : Markel Insurance Company			38970
	INSURER B : Cincinnati Insurance Company			10677
	INSURER C : Bridgefield Casualty Insurance Company			10335
	INSURER D :			
	INSURER E :			
INSURER F :				

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
							WVD	
A	COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Y	MNGG0003222	01/01/2026	01/01/2027	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
	GEN'L AGGREGATE LIMIT APPLIES PER:  POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000,000
A	AUTOMOBILE LIABILITY  ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY  X HIRED AUTOS ONLY <input checked="" type="checkbox"/>			MNGG0003222	01/01/2026	01/01/2027	BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR  EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			EUP0057208	01/01/2026	01/01/2027	EACH OCCURRENCE	\$1,000,000
							AGGREGATE	\$1,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N  (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y  <input type="checkbox"/> N/A		19641757	11/01/2025	11/01/2026	X PER STATUTE	OTHE
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\*\* Workers Comp Information \*\*

Proprietors/Partners/Executive Officers/Members Excluded:

Mitchell May, Vice President

Richard Short, President

(See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Bullitt County Board of Education 1040 Highway 44 East Shepherdsville, KY 40165	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE	
	

