



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 *TAS*
FROM: Thomas Stokes
DATE: 01/28/2026
RE: Board Agenda Item: Community Use of School Facilities

Zoneton Fire Protection District has submitted a facility use form seeking permission to use Hebron MS on the following days:

02/28/2026

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

Please reach out with any questions.

Thomas Stokes

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Application and Agreement for Use of District Property

Requestor Name

Tracey Key

Requestor Email

tkey@zonetonfire.com

Name of Sponsoring Organization/Activity

Zoneton Fire Protection District

Telephone

(502) 955-8076

Representative's Name

Tracey Key

Address

5328 N Preston Hwy

City

Shepherdsville

State

KY

Zip

40165

The above organization/individual requests the use of:

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

Hebron MS

Purpose

Basketball game, Zoneton Fire Vs. Hillview Police

Single Event Ongoing Use (multiple days)

Event Start

02/28/2026 2:00 PM

Event End

02/28/2026 6:00 PM

Will public be admitted?

Yes No

Please explain:

Charity event, Raise funds for FOP and Crusade for

Will advertisement(s) be used?

Yes No

You must get approval for advertising using this form:

[Request for Advertising \(https://app.droplet.io/form/0rADeK\)](https://app.droplet.io/form/0rADeK)

Will admission be charged?

Yes No

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

\$60

Cost for school employees

\$250

Total cost

\$310.00

Deposit

Is deposit refundable?

Yes No

Date Deposit Received

Balance Due

Board employee(s) assigned

Board Action Date

Board Order #

Date of Use

02/28/2026

length of Time

4 hours and 1 hour clean up

Fee Schedule

Personnel	# of employees required	# of hours	Hourly Rate (Overtime at 1.5 times)	Total
	1	5	\$50	\$250.00
				\$250.00

Total Personnel Charge

\$250.00

Property Used	Facility/Equipment Fee	Personnel Cost, if applicable	Total Cost for Facility Use
Gymnasium at Hebron MS	\$60		\$60.00
Auditorium at Hebron MS			\$0.00
Cafeteria/Dining Room/Kitchen at Hebron MS			\$0.00
Classroom(s) Number _____ at Hebron MS			\$0.00
Stadium at Hebron MS			\$0.00
Other Property at Hebron MS			\$0.00
			\$60.00

Grand Total Cost

\$310.00

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

- \$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.

Tracey Key

Signature - Representative of User Group

01/10/2026

Date Signed

Lauren Burnett

Signature - Principal

01/28/2026

Date Signed

Thomas Stokes

Signature - Superintendent/designee

01/28/2026

Date Signed

Does this require Board approval?

- Yes No

Would you like to add any notes or special requests?

[Large empty text area for notes or special requests]

Optional

HVAC Scheduled/Not Needed

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Reporting Form for Employee Extra Pay

Name of Sponsoring Organization/Activity

Zoneton Fire Protection District

Representative's Name

Tracey Key

Facilities used by organization: **gymnasium**

Does this require Board approval

Yes No

Event Schedule:

02/28/2026 2:00:00 PM - 02/28/2026 6:00:00 PM

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?

[Redacted area for number of employees]

For Central Office use only

Insurance Verified

Appropriate use of facilities verified

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