

## Community Use of School Facilities



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: 04/02/2026  
RE: Board Agenda Item: Community Use of School Facilities

East Basketball Academy has submitted a facility use form seeking permission to use Bullitt East HS on the following days:

03/18/2026 - 07/31/2026

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

Please reach out with any questions.

*Thomas Stokes*

This use of school facilities has been billed by the Finance Department

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Community Use of School Facilities



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### Application and Agreement for Use of District Property

**Requestor Name**

Brandon Fentress

**Requestor Email**

brandon.fentress@yahoo.com

**Name of Sponsoring Organization/Activity**

East Basketball Academy

**Telephone**

(502) 599-1059

**Representative's Name**

Brandon Fentress

**Address**

396 Marthas Court

**City**

Mount Washington

**State**

KY

**Zip**

40047

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

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

I understand that a fee of up to \$55 per hour could 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**

Bullitt East HS

**Purpose**

Basketball Practice

Single Event  Ongoing Use (multiple days)

Start Date Range	End Date Range	Start Time	End Time	*Days of the Week
03/18/2026	07/31/2026	6:00 PM	8:00 PM	Wednesday

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

**Notes for the Administrator (optional)**

Flexible on times

**Will public be admitted?**

Yes  No

**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**

**Cost for school employees**

**Total cost**

\$0

\$0

\$0.00

**Deposit**

**Is deposit refundable?**

Yes

No

**Date Deposit Received**

**Balance Due**

**Board employee(s) assigned**

**Board Action Date**

**Board Order #**

**Date of Use**

**length of Time**

03/18/2026

3/18-7/31/26 WEdnesdays from 6:00-8:00

**Fee Schedule**

Personnel	# of employees required	# of hours	Hourly Rate (Overtime at 1.5 times)	Total
	0			\$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 East HS	\$0		\$0.00
Auditorium at Bullitt East HS			\$0.00
Cafeteria/Dining Room/Kitchen at Bullitt East HS			\$0.00
Classroom(s) Number _____ at Bullitt East HS			\$0.00
Stadium at Bullitt East HS			\$0.00
Other Property at Bullitt East HS			\$0.00
			\$0.00

**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**

- \$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 fee of up to \$55 per hour, per employee assigned.

SCHOOL FOOD & NUTRITION STAFF

- Requires fee of up to \$55 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.

*Brandon Fentress*

Signature - Representative of User Group

03/16/2026

Date Signed

*Joshua Little*

Signature - Principal

03/21/2026

Date Signed

*Thomas Stokes*

Signature - Superintendent/designee

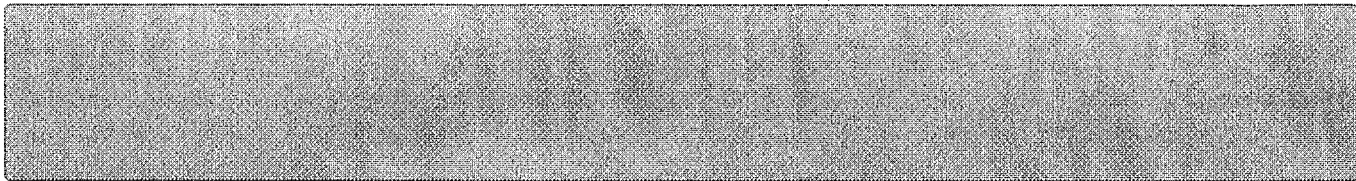
04/02/2026

Date Signed

**Does this require Board approval?**

- Yes     No

**Would you like to add any notes or special requests?**



Optional

HVAC Scheduled/Not Needed

This use of school facilities has been billed by the Finance Department

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# ENDORSEMENT

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement, effective 12:01 a.m.

Forms a part of Policy No.: KSG1000001-03-A31320

Issued to: American Youth Sports Athletic Association, Inc. and Its Member Organizations by Certificate

By: Houston Casualty Company

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

**ALL COVERAGE PARTS**

### SCHEDULE

Name of Additional Insured Person(s) or Organization(s)
Bullitt County Public Schools 1040 Highway 44 East Shepherdsville, KY 40165
<b>If no entry appears above, this endorsement applies to all Additional Insureds covered under this policy.</b>

The following is added to the **Other Insurance Condition** and supersedes any provision to the contrary:

#### **Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.