



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 *TAS*
DATE: 06/01/2026
RE: Board Agenda Item: Community Use of School Facilities

Bullitt County Fiscal Court has submitted a facility use form seeking permission to use Mt. Washington MS on the following days:

06/27/2007 - 06/27/2026

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

Bullitt County Fiscal Court

Requestor Email

croyalty-orr@bullittky.com

Name of Sponsoring Organization/Activity

Bullitt County Fiscal Court

Telephone

(502) 593-2139

Representative's Name

Christie Royalty

Address

149 Walnut Street

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 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

Mt. Washington MS

Purpose

Bullitt County Community Cleanup Days: Nichols and LJ on 6/24/2026; North Bullitt and MW Middle on 7/11/

Single Event Ongoing Use (multiple days)

Event Start

06/27/2007 8:00 AM

Event End

06/27/2026 4:00 PM

Will public be admitted?

Yes No

Please explain:

Drive through junk drop-off

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)

Please explain:

Events will be advertised on social media, The Pioneer News, and community Banners

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.

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.

Christie Royalty

Signature - Representative of User Group

05/29/2026

Date Signed

Tim Ridley

Signature - Principal

06/01/2026

Date Signed

Thomas Stokes

Signature - Superintendent/designee

06/01/2026

Date Signed

Does this require Board approval?

Yes No

Would you like to add any notes or special requests?

Optional

HVAC Scheduled/Not Needed

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Reporting Form for Employee Extra Pay

Name of Sponsoring Organization/Activity

Bullitt County Fiscal Court

Representative's Name

Christie Royalty

Facilities used by organization: **other - specify: Parking Lot**

Event Schedule:

06/27/2007 8:00:00 AM - 06/27/2026 4:00:00 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?

Dropdown menu for the number of employees worked at the event.

For Central Office use only

- Insurance Verified
- Appropriate use of facilities verified

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