

Application and Agreement for Use of District Property

NOTE: Please complete this form in duplicate and submit both copies to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization along with a contract prepared by the Board attorney. The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved, both copies will be returned.

Name of Sponsoring Organization/Activity BCHS Class of 2000 Telephone 615-522-4181
859-200-2669
Representative's Name Benjamin Pyles and Crystal Wylie
Address 164 Old US 25 North, Berea Ky 40403

The above organization/individual requests the use of:
 auditorium gymnasium dining room/kitchen stadium
 classroom(s) _____ other, specify Tour of School

Is the organization planning to use District-owned equipment? YES NO
If yes, specify equipment N/A Operator's Name N/A

Is the organization planning to conduct sales on school premises? YES NO
If yes, give a complete description of what is being sold and how the proceeds will be used. _____
N/A

Building/school/facility Berea Community High School cafeteria
Purpose Class Reunion and Catered Lunch with alumni and family
Date(s) requested 06/28/2025 Time(s) Requested 11am - 3pm

Will public be admitted? YES NO
Will advertisement(s) be used? YES NO
Will admission be charged? YES NO (will have pre-paid)

When using school facilities, this organization agrees to observe the following:

- To schedule with the building Principal 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.
- 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.
- 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.
- 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.

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FEE SCHEDULE

The organization agrees to pay the applicable fee(s) for the use of District facilities. The school has sole authority in making custodial or food service worker assignments. There is a minimum charge of two (2) hours for all service personnel.

Personnel, Utilities	Fee
Custodian, utilities, etc.	\$40.00 per hour
Food Service Personnel	\$30.00 per hour
Other	

Facility	Fee
Gymnasium	\$50.00 per hour (2 hr minimum) Maximum fee: 1 day/\$300; 2 days/\$500; 3 days/\$650
Commons	\$35.00 per hour
Kitchen	\$45.00 per hour
Theater	\$35.00 per hour
Meeting Room	\$35.00 per two (2) hours
Other Property	

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FOR OFFICE USE ONLY

Date / /

Name of custodian/food service personnel _____

Time reported to work _____ Time reported off work _____

Comments _____

Submit to Treasurer.

Treasurers Office: Facility Fee \$ _____
 Labor Fee
 ___ hrs. x \$ ___ rate \$ _____
 Damage \$ _____
 TOTAL COST \$ _____
 Deposit \$ _____
 Total Due \$ _____

All fees should be sent to the Treasurer, Berea Community School, 3 Pirate Parkway, Berea, Kentucky 40403.

Benjamin Pyles Crystal Wylie
Signature - Representative of User Group

06/04/2024
Date

Signature - Superintendent/designee

Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES, WITH THE EXCEPTION OF DINNER MEETINGS, WILL BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(S) WILL BE MADE.

Review/Revised:5/20/2024

CERTIFICATE OF LIABILITY INSURANCE ISSUE DATE : 06/04/2024

PRODUCER MSI EVENT P O BOX 906 PEWAUKEE, WI 53072-0906	800-236-4252	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS 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.
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INSURED Ben Pyles BENJAMIN PYLES 1615 SEEVERS AVE Dallas, TX 75216	Event Date: 06/28/2025	INSURERS AFFORDING COVERAGE
		INSURER A: MARKEL AMERICAN INSURANCE COMPANY
		HONOREE(S)

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE ABOVE NAMED INSURED FOR THE POLICY PERIOD INDICATED. NOT WITH STANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS												
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> HOST LIQUOR INCL. <input checked="" type="checkbox"/> TPD GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	MEL00000818240	06/28/2025	06/28/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr> <tr><td>FIRE DAMAGE (Any one fire)</td><td>\$1,000,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>Excluded</td></tr> <tr><td>PERSONAL INJURY</td><td>\$1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$1,000,000</td></tr> <tr><td>DAMAGE TO RNTD PROP</td><td>\$1,000,000</td></tr> </table>	EACH OCCURRENCE	\$1,000,000	FIRE DAMAGE (Any one fire)	\$1,000,000	MED EXP (Any one person)	Excluded	PERSONAL INJURY	\$1,000,000	GENERAL AGGREGATE	\$1,000,000	DAMAGE TO RNTD PROP	\$1,000,000
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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Each Accident)</td><td></td></tr> <tr><td>BODILY INJURY (Per Person)</td><td></td></tr> <tr><td>BODILY INJURY (Per Accident)</td><td></td></tr> <tr><td>PROPERTY DAMAGE (Per Accident)</td><td></td></tr> <tr><td>AUTO ONLY-EA ACCIDENT</td><td></td></tr> <tr><td>OTHER THAN AUTO EA ACC ONLY: AGG</td><td></td></tr> </table>	COMBINED SINGLE LIMIT (Each Accident)		BODILY INJURY (Per Person)		BODILY INJURY (Per Accident)		PROPERTY DAMAGE (Per Accident)		AUTO ONLY-EA ACCIDENT		OTHER THAN AUTO EA ACC ONLY: AGG	
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY																
	OTHER																

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The Certificate Holder is included as an insured under the Hosting Facility Liability Coverage, but only in respects to claims arising out of the negligence of the Named Insured. If the event continues past 12:00 a.m., at the location named on Declarations Page, such continuation shall be considered as the event date. Event includes set up and break down and the scheduled rehearsal or rehearsal dinner scheduled within 48 hours of the event if the event is a wedding. Set up and break down means decoration and removal of decoration at the event location that occurs no more than 24 hours prior to the event and 24 hours after the event.

CERTIFICATE HOLDER Berea Community High School 1 Pirate Parkway Berea, KY 40403	CANCELLATION 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
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