



FLOYD COUNTY BOARD OF EDUCATION  
Tonya Horne-Williams, Superintendent  
442 KY RT 550  
Eastern, KY 41622  
Telephone (606) 886-2354 Fax (606) 886-4550  
[www.floyd.kyschools.us](http://www.floyd.kyschools.us)

William Newsome, Jr., Board Chair - District 3  
Linda C. Gearheart, Vice-Chair - District 1  
Dr. Chandra Varia, Member- District 2  
Keith Smallwood, Member - District 4  
Steve Slone, Member - District 5

Date: August 1, 2025

**Consent Agenda Item (Action Item):** Consider the approval of Allen Elementary PTA's facility use agreement for the 2025-2026 school year.

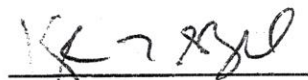
**Applicable Statute for Regulation:** KRS 162.90 Powers and Duties of the local board.

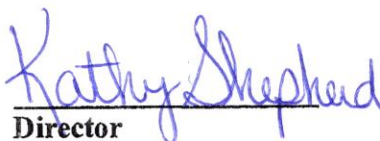
**Fiscal/Budgetary Impact:** No Financial responsibility. The Allen PTA will cover all cost and liabilities. The Allen PTA works to provide resources/opportunities that promote student achievement for students and staff.

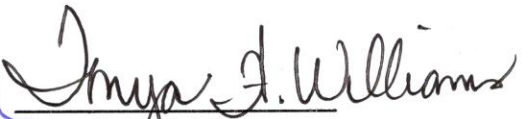
**History/Background:** Allen Elementary PTA has been a successful entity at AES.

**Recommended Action:** Approve as requested.

**Contact Person (s):** Kyle Shepherd 606-874-2165 [kyle.shepherd@floyd.kyschools.us](mailto:kyle.shepherd@floyd.kyschools.us)

  
Principal

  
Director

  
Superintendent

**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 <u>Allen Elementary PTA</u> Telephone <u>606-791-2122</u>	
Representative's Name <u>John Hunt</u>	
Address <u>9245 164 St. 1428 Martin, KY. 41659</u>	
The above organization/individual requests the use of:	
<input checked="" type="checkbox"/> auditorium <input checked="" type="checkbox"/> gymnasium <input checked="" type="checkbox"/> dining room/kitchen <input checked="" type="checkbox"/> stadium <input checked="" type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____	
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes, specify equipment _____ Operator's Name _____	
Is the organization planning to conduct sales on school premises? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, give a complete description of what is being sold and how the proceeds will be used. <u>school shirts, Holiday Photos, Trips, Supplies for teachers, Incentives.</u>	
Building/school/facility <u>Allen Elementary School</u>	
Purpose <u>Student Fundraising</u>	
Date(s) requested <u>2025/2026 School Year</u> Time(s) Requested _____	
Will public be admitted?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Will advertisement(s) be used?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Will admission be charged?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

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

1. 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.
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****FEE SCHEDULE**

The organization agrees to pay the applicable fee(s) for the use of District facilities.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
Food Service Employees				
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
Gymnasium at _____ school				
Auditorium at _____ school				
Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

  
\_\_\_\_\_  
Signature - Representative of User Group

7-9-25  
\_\_\_\_\_  
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.

**Application and Agreement for Use of District Property****For Office Use Only - To be Completed by School Official**

Cost for use of District property \$ \_\_\_\_\_ Cost for school employee \$ \_\_\_\_\_ Total cost \$ \_\_\_\_\_  
Deposit \$ \_\_\_\_\_ Is deposit refundable? ☐ Yes ☐ No  
Date Deposit Received \_\_\_\_\_ Balance Due \$ \_\_\_\_\_  
Board employee(s) assigned: \_\_\_\_\_  
Board Action Date, if applicable \_\_\_\_\_ Board Order # \_\_\_\_\_

Review/Revised:9/29/11



ASSOCIATION  
INSURANCE  
MANAGEMENT INC

## MEMBER CERTIFICATE OF INSURANCE

07/28/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

**Named Insured Member (mailing address):**

Allen Elementary PTA  
John Hunt or Current Officer  
112 Eagle Lane  
Allen, KY 41601

**Named Insured & Mailing Address**

Education Support Purchasing Group  
c/o AIM  
P.O. Box 742946  
Dallas, TX 75374-2946

**Producer Name**

AIM Association Insurance  
Management, Inc.  
P.O. Box 742946  
Dallas, TX 75374-2946

**Named Insured Member (physical address):**

112 Eagle Lane  
Allen, KY 41601

Insured #: KY231198

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
General Liability Concert Specialty Insurance Company	GL2024AIM11150	09/01/24 - 09/01/25	\$0	Per Occurrence \$1,000,000
		09/01/24 - 09/01/25		Damage to Rented Premises \$50,000
		09/01/24 - 09/01/25		Extended Medical \$5,000
		09/01/24 - 09/01/25		Personal & Advertising Injury \$1,000,000
				General Aggregate \$2,000,000
				Products - Comp/Ops \$2,000,000
Fidelity Bond (Crime) Concert Specialty Insurance Company	CR2024AIM08745	09/01/24 - 09/01/25	\$250	Per Occurrence / Aggregate \$10,000
Property (Business Personal) Concert Specialty Insurance Company	IM2024AIM01600	09/01/24 - 09/01/25	\$250	Per Occurrence / Aggregate \$10,000
Directors and Officers Concert Specialty Insurance Company	DO2024AIM09789	09/01/24 - 09/01/25	\$0	Per Occurrence / Aggregate \$1,000,000

Retroactive Date: 01/21/2023

**Certificate Holder:**

Floyd County Board of Education  
442 KY RT 550  
Eastern, KY 41622

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE