

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>GFWC Berea Woman's Club</u>		
Representative's Name	<u>Tinsel + Treasures</u>	Telephone	<u>859-200-6820</u>
Address	<u>1023 Vineyard Way, Berea Ky 40403</u>		
The above organization/individual requests the use of:			
☐ auditorium	☒ gymnasium	☐ dining room/kitchen	☐ stadium
☐ classroom(s)	☒ other, specify <u>Atrium + Conkin Gym</u>		
Is the organization planning to use District-owned equipment?		☒ YES	☐ NO
If yes, specify equipment <u>A few tables + chairs</u>		Operator's Name _____	
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. <u>This is a holiday vendor show featuring 40(+/-) local vendors + artists</u>			
Building/school/facility	<u>Conkin Gym + Atrium</u>		
Purpose	<u>Fundraising for Non Profit local woman's club</u>		
Date(s) requested	<u>November 1, 2025</u>	Time(s) Requested	<u>7am - 5pm</u>
Will public be admitted?	☒ YES	☐ NO	
Will advertisement(s) be used?	☒ YES	☐ NO	
Will admission be charged?	☐ YES	☒ 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.

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. 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	

Application and Agreement for Use of District Property**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	\$ <u>300.⁰⁰</u>
	Labor Fee	
	<u>4</u> hrs. x \$ <u>40</u> rate	\$ <u>160.⁰⁰</u>
	Damage	\$ _____
	TOTAL COST	\$ _____
	Deposit	\$ _____
	Total Due	\$ <u>460.⁰⁰</u>

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



Signature - Representative of User Group

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

B27988

Exemption Number

GFWC Berea Woman's Club Inc

Name of Exempt Institution

Important—Certificate not
valid unless completed.

**PURCHASE EXEMPTION
CERTIFICATE**

Check Applicable Block

Blanket ☐

Single Purchase ☐

I hereby certify that GFWC Berea Woman's Club Inc is a Kentucky resident, nonprofit educational, charitable or

religious institution, or Kentucky historical site, located at Berea, Kentucky and that the tangible
personal property, digital property or services to be purchased from _____

Name of Vendor

Address

will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.
Description of property to be purchased: _____

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to
pay the tax measured by the purchase price of the property.

Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of
any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.

Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every
material matter.

Judy Halstead
Authorized Signature

Chairman Board
Title

Date

CAUTION TO SELLER: This certificate cannot be issued or used
in any way by a construction contractor to purchase property
to be used in fulfilling a contract with an exempt institution.
Sellers accepting certificates for such purchases will be held
liable for the sales or use tax.

DEPARTMENT OF REVENUE
Frankfort, Kentucky 40620

51A126 (12-09)



160124

June 16, 2025

GFWC BEREA WOMAN'S CLUB INC
ATTN: JUDY HALSTEAD
PO BOX 1228
BEREA KY 40403

RE: Perfluoroalkyl and polyfluoroalkyl substances (PFAS)
CP 3258269 Commercial Package Policy Effective: 09/16/2025

Important information about your policy: *Commercial Lines coverage changes*

Thank you for the opportunity to provide you with insurance protection from SECURA Insurance. We have made changes to your commercial coverage, highlighted below. These changes go into effect when your policy is renewed. Please understand that this letter does not provide coverage. If there is a conflict between your policy and this summary, the provisions of the policy apply.

Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are a large, complex group of synthetic chemicals that have been used in consumer products around the world. We are adding an exclusion to policies to reinforce that these policies do not provide coverage for PFAS exposures. Please review the Form Details described on the following pages to understand how this may impact you. These changes will not modify your premium.

We look forward to your continued trust and confidence in our commercial insurance policy offerings. If you have any questions about these changes, please contact your SECURA insurance agent, LINVILLE INSURANCE AGY.

Form Details:

Commercial General Liability Coverage Part

The following form(s) will apply to your Commercial General Liability Coverage Part and will be considered a reinforcement of coverage.

- **CG 40 32 05 23 Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)**
 - Coverage does not apply to coverage for bodily injury, property damage, and personal and advertising injury-related exposures associated with perfluoroalkyl or polyfluoroalkyl substances (PFAS), including any loss, cost, or expense arising out of abating, testing for, monitoring, cleaning up, or other related activities of PFAS by any insured or by any other person or entity.

No coverage is provided by this summary. If there is any conflict between the policy and this summary, the provisions of the policy will apply.

Please be aware that any notice of cancellation we may have sent or will send you supersede references to coverages contained in this letter. The coverage and pricing changes are provided as a summary only. No coverage is provided in this summary. If there is any conflict between the policy and the summary, then the provisions of the policy apply.

We appreciate your business and look forward to continuing to serve your insurance needs. If you have any questions, please contact your SECURA agent.

Sincerely,

SECURA Insurance
Underwriting Division

CC: LINVILLE INSURANCE AGY
1060 CENTER DR
PO BOX 743
RICHMOND KY 40476
Phone: (859) 626-5252