

Use Agreement

This agreement made by and between the Boone County Board of Education, LISA Resing as Principal authorized so to act by direction of the Board of Education and Steeplechase PTO hereinafter referred to as "User" of the school facilities hereinafter described.

WITNESSETH:

The Principal does hereby agree to permit User to utilize certain school facilities more particularly described as follows:

PTO events

at the following times and dates: 9/8, 9/26, 10/6, 10/17, 11/10, 12/8, 12/8-12  
1/12, 1/12-16, 2/9, 2/9-2/13, 3/6, 3/7, 4/20, 5/1, 5/11 subject to the following terms and conditions:

1. The school property identified above may be utilized by the User as a permittee at will on the condition that all terms and conditions as hereinafter set out are complied with and any other terms and conditions may result in immediate termination of the Use Agreement and/or liability of the User. The utilization of the premises by the User is a privilege extended to the User by the Board of Education and said use does not constitute a property right nor shall it be deemed a lease or renewable beyond the specified period without the written consent of the Principal.
2. The use of these school facilities shall be in compliance with all laws and regulations and the terms and conditions of Boone County Board of Education policies, including but not limited to BCBE Policy No. 05.3, 05.31, 05.32 and 10.3 which are incorporated by reference herein.
3. The reserved time/date for use by User may be cancelled or preempted by Principal or District Administration and permission for use may be terminated without cause by notice from Principal or District Administration.
4. User is responsible for the conduct of its participants or guests.
5. There shall be no subletting or assignment of this agreement nor any profit making or commercial venture subject of the use.
6. User shall return the facilities or premises in the same condition as at the commencement of the use, or if User fails to do so, the User will be responsible for the cost of clean-up and be prohibited from further use of facilities.
7. The User agrees to save harmless the Boone County Board of Education, its employees and agents, for any liability, damage, loss or expense incurred respecting the utilization of the school facilities; and the User agrees to reimburse the Boone County Board of Education for any damages to or replacement of school property damaged, lost, stolen or vandalized while in User's name.
8. The User acknowledges that approval of this request does not signify District sponsorship, endorsement or approval of their organization or the activity.

**Use Agreement**

IN WITNESS WHEREOF the Principal for and on behalf of the Board of Education and the User hereunto set their hands this 25<sup>th</sup> day of August, 20 25.

Steeplechase Elementary SCHOOL

BY: [Signature]  
PRINCIPAL

Steeplechase PTO  
USER

12000 Grand National Blvd.  
ADDRESS

Walton FL 41094  
CITY STATE ZIP

857-485-3500  
PHONE NUMBER

### Facility Use Agreement Application

This application must be completed and attached to the Facility Use Agreement along with all corresponding required documents. Incomplete applications or those submitted without all required documents will be returned without consideration.

Today's Date 8-26-25

Requestor's Contact Information

Name: Bree Crowder

Organization: Steeplechase PTO

Does this organization have non-profit status?  Yes  No  
If yes, please attach documentation.

Contact number: 859-485-3500

Email address: steeplechasepto@gmail.com

School / Location Requested

Steeplechase Elementary

List all areas needed:

Gym, Auditorium, Cafeteria, Winner Circles, Bus

\*\* ex. Auditorium, football field, practice field, parking lot, classrooms (list number needed) kitchen, cafeteria etc.

Date(s) of program / event: 9/8 PTO mtg, 9/26 Walkathon, 10/6 PTO mtg, 10/17 Fall fest, 11/10 PTO mtg, 12/8 PTO mtg, 12/8-12 Loop

Program/event time: 11/12 PTO mtg, 11/26 Penny Wars, 2/9 PTO mtg, 2/9-13 Stillion Grams, 3/6 Family dance, 3/9 PTO mtg, 4/20 Holiday Shop PTO mtg

BBQ - 5/1, 5/11-PTO mtg

Actual time needed: \_\_\_\_\_ Include set up / tear down / clean up - on Back / restoration time

Expected number of attendees: PTO mtg - 10 attendees PTO Events - 200plus

Is this event part of a fundraiser?  Yes  No \*\* If yes, please attach a copy of the submitted fundraiser approval

How is this event/ program being advertised? Please attach any relevant flyers media notices, social media postings, registration information etc.

*Flyers will be created before event & Approved by Principal*

07/03/2025

Do you have liability insurance?  Yes  No \*\* If yes, please attach a copy of your Certificate of Insurance.

Who is responsible for supervision of the attendees of this event / program?

PTO Board members, parent volunteers,  
Admin staff

Purpose of the event / program:

Community Outreach for parents, students  
and families

Safety and Emergency Procedures:

To follow schools safety & Emergency  
procedures - Admin staff with be on site  
and we will follow direction.

Inclement Weather Plan :

Cancel events

Site restoration plan:

\*\* Include the plan for trash removal, cleaning of facilities, returning of equipment etc.

For programs over multiple days, there should be a plan for nightly restoration.

All members will help with clean up and  
trash to be dispose in outside bins.

For outdoor only events: Fall fest

07/03/2025

Plan for restroom facilities. Will you be using school facilities? Providing portable restrooms?

Use restroom facilities, area will be open  
rest of building closed off.

**This section to be completed by school or district administration**

**Please initial each item.**

ju Administration has reviewed the application in its entirety and has attached all required documents.

ju Administration has checked the **Active Facility and Construction Projects** document to ensure there is no conflict with scheduled work.

ju For athletic events, administration has coordinated with the Athletic Director to ensure there is no conflict with previously scheduled events.

- PTO mtgs - 5:00 - 6:00 pm 1x per month during the school calendar year.  
winner circle tables
- 9/26 - walk-a-thon - outside sidewalk around the building  
9:00 am - 12:00
- 10/17 - Fall fest 5:00 pm - 7:00 pm bus loop  
outside
- 12/8-12 Holiday shop - 9:00 am - 3:00 pm  
winner circle
- 1/12-14 - Penny Wars set up in winner circle
- 2/9-13 - Stallion grams - sent out to classrooms
- 3/6 - 6:00 - 8:00 family dance - gym/cafe
- 5/1 - BBA - outside bus loop - 5:00 pm - 7:00 pm

**Rental Application and Contract****CONDITIONS OF RENTAL**

All rental of school facilities is subject to the following conditions:

1. An official application shall be made to the Superintendent or his designee.
2. Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
3. Conditions of that contract shall include:
  - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental; BU Initials
  - b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it; BU Initials
  - c. Agreement to observe all fire and safety regulations; BU Initials
  - d. Agreement that the use of any tobacco product, alternative nicotine product, or vapor product shall not occur on or in all property. The use of alcoholic beverages is prohibited in school buildings or on school grounds; BU Initials
  - e. Observance that no immoral or illegal activity shall be allowed on the premises; BU Initials
  - f. The presence of a school custodian at all times. The hourly wage of the custodian(s) must be included in the contract along with the social security and retirement payments required by law. If the custodian is employed beyond the normal 40-hour week that he works for the Board, overtime wages must be paid. BU Initials
  - g. The presence of a food-service employee when kitchen facilities are used. The hourly wage of the employee must be included in the contract along with social security and retirement payments required by law. BU Initials
  - h. Agreement that no kitchen equipment may be used outside the building; BU Initials
  - i. Agreement that no alterations to the buildings or grounds be made without prior approval; BU Initials
  - j. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract; BU Initials
  - k. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; BU Initials
  - l. Agreement to leave the facilities in as good a condition as before used. Groups using outdoor facilities free of charge shall do the cleaning themselves or bear the cost of necessary custodial services. BU Initials
  - m. Agreement that only the agreed upon, assigned areas / spaces of the property may be used. BU Initials

- n. Agreement that parking in designated areas will be enforced by the renter. There is no parking in grass areas or non-designated parking areas unless included as part of the original facility use agreement. BU Initials
- o. Agreement that there are to be no alterations to designated handicap parking spaces through the addition of or removal of signage BU Initials

**REFERENCES:**

KRS 158.149; KRS 162.055; KRS 438.050; KRS 438.305

OAG 81-295

P. L. 114-95, (Every Student Succeeds Act of 2015)

SCHOOL FACILITIES

05.31  
(CONTINUED)

**Rental Application and Contract**

**RELATED POLICIES:**

03.1327; 03.2327; 05.3; 06.221; 09.4232; 10.3; 10.5

Adopted/Amended: 8/8/2019  
Order #: VI.2A





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/26/2025

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.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> DOXA Programs, LLC DBA R.V. Nuccio & Associates Insurance Brokers 10148 Riverside Drive Toluca Lake, CA 91602	<b>CONTACT NAME:</b> Joseph Guerrero <b>PHONE (A/C, No, Ext):</b> (800) 364-2433 <b>E-MAIL ADDRESS:</b> support@rvnuccio.com <b>FAX (A/C, No):</b> (818) 980-1595																				
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<b>INSURED</b> Steeplechase Elementary PTO 11164 Chatsworth Court Walton, KY 41094																					

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR 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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>		UST021067240 NANPO0066597	10/19/2024	10/19/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES \$ 100,000						
							MEDICAL EXPENSE \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/OP AGG \$ 2,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS      OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors and Officers			NPODO0074871	10/19/2024	10/19/2025	\$1,000,000
A	Sexual Misconduct Liability			NANPO0066597	10/19/2024	10/19/2025	\$1,000,000/\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: Steeplechase Elementary PTO 12000 Grand National Blvd. Walton, KY 41094 / Sexual Misconduct Liability included.  
Event Description: for Steeplechase PTO activities approved and scheduled by the school for 2025-2026 school year  
Start Date: 08/26/2025 End Date: 10/19/2025

<b>CERTIFICATE HOLDER</b> Boone County School District  8330 U.S. 42 Florence, KY 41042	<b>CANCELLATION</b> 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 Joseph Guerrero
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POLICY NUMBER: UST021067240  
EFFECTIVE DATES: 10/19/2024 to 10/19/2025  
CERTIFICATE NUMBER: NANPO0066597

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

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

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>
Boone County School District 8330 U.S. 42 Florence , KY 41042
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



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A	Directors and Officers		NPODO0079235	10/19/2025	10/19/2026	\$1,000,000
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COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

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