

**Use Agreement**

This agreement made by and between the Boone County Board of Education, Stephanie Stambaugh as Principal authorized so to act by direction of the Board of Education and Longbranch 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:

Holiday shop, Breakfast with Santa, Family Dance, Long Run,  
Family Movie Night, Fifth Grade VIP

at the following times and dates: Dec 16 M-F 9-3 S 9:30-11:30 / Feb 21 3-6pm / Mar 27 8:00-4:30pm  
Apr 24 6-10pm / May 15 4:30-9:00pm 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 5th day of September, 20 25.

Longbranch SCHOOL

BY: Stephanie Stambaugh  
PRINCIPAL

Longbranch PTO  
USER

2805 Longbranch Rd  
ADDRESS

Union KY 40061  
CITY STATE ZIP

859-384-4500  
PHONE NUMBER



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/11/2025

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER  
Bene-Marc, Inc.  
6301 Southwest Blvd., Suite 101  
Fort Worth, TX 76132-1063  
(800) 247-1734

CONTACT  
NAME:  
PHONE  
(A/C, No, Ext): (800) 247-1734 FAX (A/C, No): (817) 738-1811  
E-MAIL  
ADDRESS: contact@bene-marc.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Philadelphia Indemnity Insurance Company	18058
INSURER B:	AXIS Insurance Company	37273
INSURER C:	Tokio Marine Specialty Insurance Company	23850
INSURER D:		
INSURER E:		
INSURER F:		

INSURED  
School Support Purchasing Group and all its Members and their  
Officers, Directors & Volunteers  
  
Longbranch Elementary Parent Lighthouse Team Inc - 121846

## 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	PPK2432963-009	4/13/2025	4/13/2026	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
						MED EXP (Any one person) \$ 5,000*
						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:					*Medical Exp for Spectators Only
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB					\$
	EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$
	DED <input type="checkbox"/> RETENTION \$					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. EACH ACCIDENT \$
B	Excess Accident Medical		SRPO-30002-4002-121846	4/13/2025	4/13/2026	Limit \$25,000/Deductible \$0/AD&D \$10,000
C	Crime-Employee Dishonesty		PSD1719637-006	4/13/2025	4/13/2026	Limit \$25,000/Deductible \$250

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

Coverage also includes:

C Directors & Officers Liability PSD1719641-006 4/13/2025 4/13/2026 Limit \$1,000,000/\$2,500 Retention

## CERTIFICATE HOLDER

Longbranch Elementary School - 1000156909

## 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

Alisa Lynn Hall

## SCHOOL FACILITIES

05.31 AP.21  
(CONTINUED)

### Fee Schedule

#### GYMNASIUM

Community Recreational Use	\$ 25.00 per hour
Other Uses	\$100.00 per hour
	3 hour minimum

#### CAFETERIA/KITCHEN FACILITIES

	\$100.00 per hour
	3 hour minimum

#### HIGH SCHOOL AUDITORIUM

	\$100.00 per hour
Gym with stage/Cafeteria with stage	3 hour minimum

The hourly rate plus fixed charges and overtime, when appropriate, will be charged for employees necessary to facilitate building rental.
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Review/Revised:7/21/2011



## 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 9/5/25

### Requestor's Contact Information

Name: Carolyn Wingard

Organization: Longbranch Elementary

Does this organization have non - profit status? ☒ Yes ☐ No

If yes, please attach documentation.

Contact number: 859-940-3797

Email address; lbespto7@gmail.com

### School / Location Requested

Longbranch Elementary

List all areas needed:

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

**Date(s) of program / event :** April 24th Family Movie Night

**Program/ event time:** 6:30-9:30pm

**Actual time needed:** 6:00-10:00pm

**Include set up / tear down / clean up / restoration time**

**Expected number of attendees:** 600

**Is this event part of a fundraiser?** \_\_\_ Yes X 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.

It will be on the weekly newsletter, teacher messages. and a flyer will be posted on the Boone Co app.

**Do you have liability insurance?** X 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, parents of attendees

**Purpose of the event / program:**

This is just a family friendly event that allows are our community to come together.

**Safety and Emergency Procedures:**

\_\_\_ See school safety plan

**Inclement Weather Plan :**

We will cancel event and reschedule for the fall.

**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.

PTO will set up garbage cans around the parking lot and monitor the parking lot during the event. When the event concludes PTO and the evening custodians will gather all garbage and put in dumpsters.

**For outdoor only events:**

07/03/2025

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

The restrooms in the main area of the building will be open and access to the rest of the building will be closed.

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

**Please initial each item.**

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

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

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

**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; CPN 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; CPN Initials
  - c. Agreement to observe all fire and safety regulations; CPN 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; CPN Initials
  - e. Observance that no immoral or illegal activity shall be allowed on the premises; CPN 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. CPN 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. CPN Initials
  - h. Agreement that no kitchen equipment may be used outside the building; CPN Initials
  - i. Agreement that no alterations to the buildings or grounds be made without prior approval; CPN 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; CPN Initials
  - k. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; CPN 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. CPN Initials
  - m. Agreement that only the agreed upon, assigned areas / spaces of the property may be used. CPN 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. CPN Initials
- o. Agreement that there are to be no alterations to designated handicap parking spaces through the addition of or removal of signage CPN 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

## Facility Use Agreement Application

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Today's Date 9/5/25

### Requestor's Contact Information

Name: Carolyn Wingard

Organization: Longbranch Elementary

Does this organization have non - profit status? ☒ Yes ☐ No

If yes, please attach documentation.

Contact number: 859-940-3797

Email address; lbespto7@gmail.com

### School / Location Requested

Longbranch Elementary

List all areas needed:

Parking lot, gym, cafe, library, \*\*

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

**Date(s) of program / event :** May 15th Fifth Grade VIP

**Program/ event time:** 6:00-8:30pm

**Actual time needed:** 4:30-9:00pm

**Include set up / tear down / clean up / restoration time**

**Expected number of attendees:** 200

**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.

It will be on the weekly newsletter, teacher messages. and a flyer will be posted on the Boone Co app.

**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, PTO volunteers, school leadership

**Purpose of the event / program:**

This is for the 5th grade class to come together to celebrate their accomplishments and have one last fun celebration as a class before heading off to middle school.

**Safety and Emergency Procedures:**

\_\_\_ See school safety plan

**Inclement Weather Plan :**

We will revise activities for the evening and move into the common area of the gym, cafe, and library.

**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.

PTO and PTO volunteers will set up and tear down. They will wipe tables, sweep floors, pick up garbage and take garbage to dumpsters.

**For outdoor only events:**

07/03/2025

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

The restrooms in the main area of the building will be open and access to the rest of the building will be closed.



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

**Please initial each item.**

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

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

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

## Facility Use Agreement Application

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Today's Date 9/5/25

### Requestor's Contact Information

Name: Carolyn Wingard

Organization: Longbranch Elementary

Does this organization have non - profit status? X Yes     

No If yes, please attach documentation.

Contact number: 859-940-3797

Email address; lbespto7@gmail.com

### School / Location Requested

Longbranch Elementary

List all areas needed:

Parking lot, gym, cafe, library, \*\*

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

**Date(s) of program / event :** March 27th, 2026 LongRun

**Program/ event time:** 9:00-3:30pm

**Actual time needed:** 8:00- 4:30pm

**Include set up / tear down / clean up / restoration time**

**Expected number of attendees:** 1000

**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.

It will be on the weekly newsletter, teacher messages. and a flyer will be posted on the Boone Co app.

**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, volunteers, and school leadership, and teachers

**Purpose of the event / program:**

This is our largest fundraiser of the year. Funds are raised for various reasons: technology, school improvements, teacher and student needs. n

**Safety and Emergency Procedures:**

\_\_\_ See school safety plan

**Inclement Weather Plan :**

We will follow inclement weather plans that we follow during the school day.

**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.

PTO will set up in the gym and tear down the inflatable tunnel, glow lights, and cones, sweep the floor.

**For outdoor only events:**

07/03/2025

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


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

**Please initial each item.**

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

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

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



## Facility Use Agreement Application

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Today's Date 9/5/25

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If yes, please attach documentation.

Contact number: 859-940-3797

Email address; lbespto7@gmail.com

### School / Location Requested

Longbranch Elementary

List all areas needed:

Parking lot, gym, cafe, library, \*\*

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

**Date(s) of program / event :** February 21st 2026 Family Dance

**Program/ event time:** 6:00- 8:30pm

**Actual time needed:** 3:00- 9:30pm

**Include set up / tear down / clean up / restoration time**

**Expected number of attendees:** 650

**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.

It will be on the weekly newsletter, and a flyer will be posted on the Boone Co app.

**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, volunteers, and school leadership

**Purpose of the event / program:**

\_\_\_\_\_ Provide our school community the opportunity to come together for an evening of fun and fellowship.

**Safety and Emergency Procedures:**

\_\_\_\_\_ See school safety plan

**Inclement Weather Plan :**

We will monitor weather conditions and cancel if weather conditions are hazardous.

**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.

PTO will be on site and paid for through PTO. PTO and PTO volunteers will clean throughout the night and remove trash, sweep all floors, and break down any tables at the conclusion of the event. Custodians will clean restrooms and clean any big issues.

**For outdoor only events:**

07/03/2025

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

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

**Please initial each item.**

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

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

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

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### Requestor's Contact Information

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If yes, please attach documentation.

Contact number: 859-940-3797

Email address: lbespto7@gmail.com

### School / Location Requested

Longbranch Elementary

### List all areas needed:

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

Date(s) of program / event : December 1st-6th Holiday

Shop

Program/ event time: Holiday Shop M-F 9-3, Sat 9:30-11:30

Actual time needed: M-F 8-4, F 4:30-6:30 Sat 8-12:30

Include set up / tear down / clean up / restoration time

Expected number of attendees: Est 400



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.

07/03/2025

\_\_\_\_\_ Will be in weekly newsletters, flyers not created yet.

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, volunteers, and school leadership

**Purpose of the event / program:**

\_\_\_\_\_ Provide students with the opportunity to provide gifts for their loves ones and get into the holiday spirit.

**Safety and Emergency Procedures:**

\_\_\_\_\_ See school safety plan

**Inclement Weather Plan :**

During the M-F event, we will follow school inclement procedures. For the Saturday event, we will monitor and either delay the event or cancel the event.

**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.

M-f event, the shop will be set up in the gym and not be torn down each night. PTO will be responsible for daily clean up and custodians will do nightly cleaning as usual.

Saturday event will be cleaned up by PTO and a custodian will be paid for by PTO for Breakfast with Santa.

**For outdoor only events:**

07/03/2025

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

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

**Please initial each item.**

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

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

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