

Use Agreement

This agreement made by and between the Boone County Board of Education, DAVID FULLER as Principal authorized so to act by direction of the Board of Education and TES PTA 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:

See Attached for details
PTA Events are for Family Engagement
at the following times and dates: See Attached

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 11th day of September, 20 25.

012 Thornwilde SCHOOL

BY: [Signature]

PRINCIPAL

Ange Pelt

USER

(PTA President)

1760 Elmburn Lane
ADDRESS

Hebron Ky 41048
CITY STATE ZIP

513 378 0411

PHONE NUMBER

(PTA Prez Cell #)

2025-2026 TES PTA Events – Facility Use Agreement

Date	Event	Event Time <i>(including setup)</i>	Location	Estimated # of Attendees	Misc Info
10/18/25	TES Fall Fest	Festival 3-6pm Setup 8am – 2:30pm	Cafeteria Bus Loop Bravo Fields 1 & 2	500 <i>(adults & students)</i>	Flyer attached; advertisement on school's electronic newsletter; Not a fundraiser
11/14/25	Family Movie Night	Movie 6-8:30pm Setup: 4:30 – 5:45pm	Lobby – Checkin Gym – Movie	300 <i>(adults & students)</i>	
12/8/25 <i>thru</i> 12/12/25	Santa Shop	Shopping during school day; Setup on 12/5/25	Gym Stage	ALL STUDENTS	Not a fundraiser; opportunity for students to shop for loved ones; PTA donates \$1 to each child to shop
1/24/26	Family Dance	Dance 6-8pm Setup: 3:30-6:00pm	Lobby – Checkin Cafeteria – Food Gym – Music/Dancing	400 <i>(adults & students)</i>	This is 1 of 2 Dances; Attendees are Last Names A – L
2/21/26	Family Dance	Dance 6-8pm Setup: 3:30-6:00pm	Lobby – Checkin Cafeteria – Food Gym – Music/Dancing	400 <i>(adults & students)</i>	This is 2 of 2 Dances; Attendees are Last Names M – Z
3/6/26	Family Movie Night	Movie 6-8:30pm Setup: 4:30 – 5:45pm	Lobby – Checkin Gym – Movie	300 <i>(adults & students)</i>	Also conducting PTA General Assembly Mtg @ 6pm.

07/03/2025

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 9-11-25

Requestor's Contact Information Thornwilde PTA
Name: Angie Pies (PTA President)

Organization: TES PTA

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

If yes, please attach documentation.

Contact number: (cell phone of PTA Prez) (513) 378-0411

Email address: Thornwildeelementarypta@gmail.com

School / Location Requested

Thornwilde Elementary

List all areas needed:

see attached for details (Gym, Lunchroom, Lobby)

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

Date(s) of program / event : see attached

Program/ event time: see attached

Actual time needed: see attached Include set up / tear down / clean up / restoration time

Expected number of attendees: see attached

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.

Events are advertised in the school's electronic newsletter and the PTA's Facebook page.

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?

PTA Board members

Purpose of the event / program:

Community engagement w/ TES families

Safety and Emergency Procedures:

Administrator will be @ each event to handle all emergency procedures.

Inclement Weather Plan :

Shelter in place location for gym is:

Mechanical/Custodial Corridor; Due to attendance #s will also utilize additional spaces - classrooms.

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.

Have volunteers signed up for set up & tear down.

Custodians in bldg during event.

For outdoor only events:

07/03/2025

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

Using school's restroom facilities
(in lobby area)

This section to be completed by school or district administration

Please initial each item.

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

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

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

FALL FEST 2025

THORNWILDE ELEMENTARY

1760 ELMBURN LANE, HEBRON, KY 41048

Saturday, October 18th

3PM - 6PM

TICKET

FESTIVAL

Appearances By

- 🎈 Jumpin Joe's Inflatables
- 🎪 Cincinnati Circus
- 🎮 Gaming Truck
- 🚗 Can You Dig It Truck
- 🐎 Pony Rides
- 🐄 Highland Cows
- 🎸 DJ Jordan Scheid
- 👕 TES Spirit Wear
- 🚒 K9 Police & Fire
- ⚾ D-Bat
- 🎈 Balloons
- 🎨 Face Paint
- 🎵 MJM Studios
- 🛍 Local Vendors

Snack Lineup

- Colby Fries
- All Out Barbecue
- Dreamy Whip
- McGlasson's
- Caramel Apples
- Apple Cider

\$12 wristband entry!

Important: TES Students + Children 11 and under must always be accompanied by a parent or guardian



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/15/2025

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).

PRODUCER Association Insurance Management 12221 Merit Drive, Suite 1670 Dallas, TX 75231 Insured Number: KY193858	CONTACT NAME: AIM PHONE No: 800-876-4044 FAX No: 214-360-0802 EMAIL ADDRESS: AIM@AIM-COMPANIES.COM INSURER(S) AFFORDING COVERAGE INSURER A: Concert Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E:
INSURED Thornwilde PTA 1760 Elmburn Lane Hebron, KY 41048	NAIC #

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	GENERAL LIABILITY	Y	N	GL2025AIM37109	09/01/2025	09/01/2026	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		MED EXP (Any one person) \$ 5,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:		PERSONAL & ADV INJURY \$ 1,000,000				
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						Sexual Abuse/Molestation \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					Media Liability \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					BODILY INJURY (Per person)
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					BODILY INJURY (Per accident)
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						PROPERTY DAMAGE (Per accident)
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N	N/A				WC STATU-TORY LIMITS
	If yes, describe under DESCRIPTION OF OPERATIONS below						OTH-ER
A	Fidelity Bond (Crime) Property (Business Personal) Directors and Officers			CR2025AIM27422 IM2025AIM05715 DO2025AIM31199	09/01/2025	09/01/2026	E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
							Occurrence \$10,000 Occurrence \$10,000 Aggregate \$1,000,000

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

Boone County School District is added as an additional insured under the General Liability policy only, on a primary and non-contributory basis subject to a written contract or agreement.

CERTIFICATE HOLDER**CANCELLATION**

Boone County School District
8330 US Highway 42
Florence, KY 41042

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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