

Use Agreement

This agreement made by and between the Boone County Board of Education, Dr. Jen Patrick Thompson as Principal authorized so to act by direction of the Board of Education and Goodridge PTO, Inc. 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:

Library for Polar Pals Holiday Shoppe

at the following times and dates: 12/10/25 - 12/17/25 12/8/25 - 12/12/25
12/13/25 - 12/14/25 Set up; 12/15/25 - 12/19/25 Event (school hours)

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 23rd day of October, 20 25.

Goodridge Elementary SCHOOL

BY: [Signature]
PRINCIPAL

Goodridge Elementary PTO Inc

USER

3330 Cougar Path

ADDRESS

Hebron KY 41048

CITY STATE ZIP

859-444-2610

PHONE NUMBER



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/05/2025

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: KY199563	CONTACT NAME: AIM	
	PHONE No: 800-876-4044	FAX No: 214-360-0802
INSURED Chester Goodridge PTO 3330 Cougar Path Hebron, KY 41048	EMAIL ADDRESS: AIM@AIM-COMPANIES.COM	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Concert Specialty Insurance Company	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
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	N	N	GL2025AIM36305	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				
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/OP AGG \$ 2,000,000
							Sexual Abuse/Molestation \$
							Media Liability \$ 25,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB						EACH OCCURRENCE
	EXCESS LIAB						AGGREGATE
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				E.L. EACH ACCIDENT
							E.L. DISEASE - EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT
A	Fidelity Bond Inland Marine Directors and Officers			CR2025AIM26871 IM2025AIM05556 DO2025AIM30565	09/01/2025	09/01/2026	\$10,000 Per Occurrence/Aggregate \$10,000 Per Occurrence/Aggregate \$1,000,000 Per Occurrence/Aggregate

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

CERTIFICATE HOLDER**CANCELLATION**

Boone County Schools
8330 US Hwy 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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ACORD 25 (2010/05)

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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 10-14-25

Requestor's Contact Information

Name: Liz Jones

Organization: Goodridge PTO Inc.

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

If yes, please attach documentation.

Contact number: 859-444-2610

Email address: GoodridgePTO@gmail.com

School / Location Requested
Goodridge Elementary

List all areas needed:

Library

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

Date(s) of program / event : 12/10/25 - 12/17/25 12/18/25 - 12/19/25
12/13/25-12/14/25 Set up; 12/15/25-12/19/25 Event

Program/ event time: During School Hours

Actual time needed: 8:30am-3:30pm Include set up / tear down / clean up / restoration time

Expected number of attendees: Student Body

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

Flyer with information will be sent home with students in late November/early December

~~Information will be shared on school social media, and PTO social media~~

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?

Students will attend the shop with their class. Normal supervision by staff/teacher is appropriate.
Volunteers will also be available to assist with the shop.

Purpose of the event / program:

Students will be invited to shop at the Polar Pals Holiday Shoppe event. This is intended to
allow for an opportunity for students to be able to shop for holiday gifts for family members
and friends.

Safety and Emergency Procedures:

This is during school hours and regular safety and emergency protocols will be followed.

Inclement Weather Plan :

This event takes place indoors. In the event of cancelled/modified school schedule, classes will be
redirected to another time frame to shop.

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 volunteers will set up, clean up, restock, and restore the space to it's original layout.

For outdoor only events:

07/03/2025


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


N/A

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.

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

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