

Use Agreement

This agreement made by and between the Boone County Board of Education, Andy Wyckoff as Principal authorized so to act by direction of the Board of Education and CHS PTSO 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:

Various events including: Wednesday Weekly
Snack table, March character breakfast, Staff
at the following times and dates: Various 8/1/25 - 5/30/26 meals
CHS PTSO subject to the following terms and conditions: etc.

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 27 day of October, 20 25

Conner High SCHOOL

BY: [Signature]
PRINCIPAL

[Signature] CHS PISO
USER

3310 Cougar Path
ADDRESS

Hebron Ky 41048
CITY STATE ZIP

859-620-2179
PHONE NUMBER

Adamisin, Teresa

From: Millar, Shirley
Sent: Friday, October 31, 2025 10:49 AM
To: Adamisin, Teresa
Subject: Per your request for the PTSO bldg use agreement

CHS PTSO building use for 2025-2026 school year -Back-to-School Breakfast for staff served on August 11 in main hallway -Weekly Wednesday snack table in foyer

- monthly "Woot Woot" cart for staff - all hallways since we deliver to each classroom
- Staff Open House meal served on Aug 28 in cafeteria
- homecoming concessions on Oct 4 in concession booth
- Buskin Boo Gram cookie sales to students during lunches Oct 14-17 in hallway outside cafeteria and delivery of the cookie grams on 10/31 to each classroom during first class
- Paint night fundraiser in art room 121 on Oct 16 and spring semester date TBD
- spring semester open house staff meal in cafeteria (date TBD) -Character Breakfast March 7, 2026 which uses cafeteria, library, and main hallway
- Teacher appreciation luncheon served on auditorium stage May 4-8th (exact day TBD)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/16/2025

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 DOXA Programs, LLC DBA R.V. Nuccio & Associates Insurance Brokers 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Joseph Guerrero	FAX (A/C, No): (818) 980-1595	
	PHONE (A/C, No, Ext): (800) 364-2433	E-MAIL ADDRESS: support@rvnuccio.com	
INSURED Conner High PTSO 3310 Cougar Path Hebron, KY 41048	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Fireman's Fund Insurance Company		21873
	INSURER B: Axis Insurance Company		37273
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

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			UST021067250 NANPO0072223	10/17/2025	10/17/2026	EACH OCCURRENCE	\$ 1,000,000			
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES	\$ 100,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MEDICAL EXPENSE	\$ 5,000			
							PERSONAL & ADV INJURY	\$ 1,000,000			
							GENERAL AGGREGATE	\$ 2,000,000			
							PRODUCTS - COMP/OP AGG	\$ 2,000,000			
								\$			
	GEN'L AGGREGATE LIMIT APPLIES PER:										
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC										
		AUTOMOBILE LIABILITY									COMBINED SINGLE LIMIT
	<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	<input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$			
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$			
	DED	RETENTION \$						\$			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTH-ER			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$			
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$			
							E.L. DISEASE - POLICY LIMIT	\$			
A	Sexual Misconduct Liability			NANPO0072223	10/17/2025	10/17/2026	\$1,000,000/\$1,000,000				

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

Evidence of Insurance Only

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance Only

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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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 October 27, 2025

Requestor's Contact Information

Name: _____

Heather Wyland

Organization: _____

CHS PTSO

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

If yes, please attach documentation.

Contact number: _____

859-620-2179

Email address: _____

heather.wyland@boone.kyschools.us

School / Location Requested

Conner High School

List all areas needed:

varies - foyer, cafe, library, auditorium

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

art room #121

Date(s) of program / event : _____

varies 8/1/25 - 5/30/26

Program/ event time: _____

varies

Actual time needed: _____

varies

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

Expected number of attendees: _____

varies

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

snack table, character breakfast and paint nights

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

varies - flyers, social media, emails

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?

PTSO President and Board members
and Volunteers

Purpose of the event / program:

varies: some are fundraisers
while others are events for staff
appreciation

Safety and Emergency Procedures:

We follow existing school procedures.

Inclement Weather Plan :

Events would likely be postponed.

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.

We clean up after all our events
and leave the facility in the same
or better condition when we leave.

For outdoor only events:

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

Use of school facilities.

This section to be completed by school or district administration

Please initial each item.

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

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

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

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.

Review/Revised:7/21/2011