

**Use Agreement**

This agreement made by and between the Boone County Board of Education, JAMES A. BREWER II as Principal authorized so to act by direction of the Board of Education and Cooper Jags Youth Football 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:

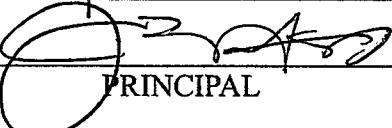
**USE OF CAFETERIA & RESTROOMS FOR A BANQUET.**

at the following times and dates: January 17<sup>th</sup> 2026, 11:00am -  
- 5:00pm 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 19<sup>th</sup> day of November, 2025.

Bruksannon Middle School  
BY:   
PRINCIPAL

Cooper Jags Youth Football  
USER

206 Owl Overlook  
ADDRESS

Burlington KY 41005  
CITY STATE ZIP

(859) 801-2116  
PHONE NUMBER



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/12/2025

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		CONTACT NAME: Shirley Alvarez	
DG Agency		PHONE (A/C. No. Ext): (513) 818-1923	FAX (A/C. No): (513) 685-9996
3825 Edwards Rd Suite 620		E-MAIL ADDRESS: damian@dgin-agency.com	
Cincinnati		INSURER(S) AFFORDING COVERAGE	NAIC #
OH 45209		INSURER A: ERIE INS CO	26263
INSURED		INSURER B:	
Cooper Jaguars Youth Football		INSURER C:	
206 OWL OVERLOOK		INSURER D:	
BURLINGTON		INSURER E:	
KY 41005-6555		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 SUBR INSD WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		Q61-0241492	12/01/2025	12/01/2026	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER: \$					
AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (EA accident) \$	
	ANY AUTO				BODILY INJURY (Per person) \$	
	OWNED AUTOS ONLY	<input checked="" type="checkbox"/> SCHEDULED AUTOS			BODILY INJURY (Per accident) \$	
	Hired AUTOS ONLY	NON-OWNED AUTOS ONLY			PROPERTY DAMAGE (Per accident) \$	
	UMBRELLA LIAB	OCCUR				
	EXCESS LIAB	CLAIMS-MADE			EACH OCCURRENCE \$	
	DED	RETENTION \$			AGGREGATE \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				PER STATUTE \$	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y/N			OTHER \$	
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A			E.L. EACH ACCIDENT \$	
					E.L. DISEASE - EA EMPLOYEE \$	
					E.L. DISEASE - POLICY LIMIT \$	

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

CERTIFICATE HOLDER	CANCELLATION
Ballyshannon Middle School Boone County 7515 Shamrock Ave  Union KY 41091	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  <i>Damian Gilchrist</i>

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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 11-18-2025

Requestor's Contact Information

Name: Jim McLaren

Organization: Cooper Jags Youth Football and Cheer

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

Contact number: (859) 801-2116

Email address: Cooperjagsyouth @Gmail.com

School / Location Requested

Ballyshannon Middle School

List all areas needed:

Cafeteria area

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

Date(s) of program / event : Jan. 17th 2026

Program/ event time: 12pm - 4pm

Actual time needed: 11am - 5pm Include set up / tear down / clean up / restoration time

Expected number of attendees: ~60

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.

NA

07/03/2025

N-A

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?

Tim McLaren - V.P.

Adam Drahman - President

Purpose of the event / program:

End of season football banquet

Safety and Emergency Procedures:

AED onsite

CPR trained coaches on site

Inclement Weather Plan :

Follow local guidance

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.

Clean up between session 1 & 2, then  
complete clean up at 4pm - 5pm including table  
sanitation and trash removal

For outdoor only events:

07/03/2025

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

School facility is required

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

- m. 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.  Initials
- n. Agreement that there are to be no alterations to designated handicap parking spaces through the addition of or removal of signage  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