

**Rental Application and Contract**

Adopted/Amended 8/8/2019

**Use Agreement**

\_Order #: VI.2A 05.31 AP.21

This agreement made by and between the Boone County Board of Education, *Mr. Jerome Gels* as Principal authorized so to act by direction of the Board of Education and *Northern Kentucky Cooperative for Educational Services (NKCES)*, 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: *Ignite Institute's Auditorium to show the film, Counted Out, using the screens, video and audio systems, chairs and tables, with access to the restroom facilities.*

at the following times and dates: *Mar 18, 2026 Time: 4:00 PM - 6:00 PM E.S.T.*

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.

(CONTINUED)

**Use Agreement**

IN WITNESS WHEREOF the Principal for and on behalf of the Board of Education and the User hereunto set their hands this 13th day of February 2026

BY:

PRINCIPAL



USER Northern Kentucky Cooperative for Educational Services

ADDRESS 5516 E. Alexandria Pike

CITY Cold Spring

STATE Ky ZIP 41076

PHONE NUMBER

859-442-8600 x 312

SCHOOL  
SCHOOL FACILITIES



# 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

2/9/2026

Requestor's Contact Information

Name: Kimberly Snowball

Organization:

Northern Kentucky Cooperative for Educational Services (NKCES)  
5516 E. Alexandira Pike  
Cold Springs, Ky 41076

Does this organization have non profit status? YES **NON-PROFIT Doc** Yes No

If yes, please attach documentation

Contact number: **859-442-8600 x 312**

Email address;

**Kimberly.Snowball@nkces.org**

School / Location Requested Ignite  
Institute 37 Atlantic  
Ave, Erlanger, KY 41018

List all areas needed: **Auditorium**.

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

Date(s) of program / event:

**March 18, 2026**

Program/ event

time: **Counted Out**

Actual time needed:

/ restoration time **3:30 PM - 6:30 PM**

Expected number of attendees **100**

Is this event part of a fundraiser?

**No**

Include set up / tear down / clean up **15 Round Tables with 8 chairs at each table** 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. [Counted Out Registration](#)

Social Media -[@NorthernKentuckyCooperativeforEducational Services](#) FB and [PL Catalog](#)

[Counted Out one-page flyer](#)

Do you have liability insurance? YES **Certificate of Insurance.**

Yes No \*\* If yes please attach a copy of your

Who is responsible for supervision of the attendees of this event / program? **Kim Snowball and NKCES supervising employees**

Purpose of the event / program: *Provide access to view the film, Counted Out, with meaningful dialogue and shared learning as participants reflect on the film's message and its implications for equity, access, and educational outcomes across our region*

Safety and Emergency Procedures: *To exit the building immediately or seek shelter in place as needed.*

Inclement Weather Plan: *To exit the building immediately or seek shelter in place as needed.*

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.

*Minimum trash to be collected and put in the area trash cans.*

**For outdoor only events: N/A**

Plan for restroom facilities. Will you be using school facilities? Providing portable restrooms? *Access to the first-floor restrooms for the 2-hour time period participants are in the facility.*

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

Please initial each item

*James D. Helms* Administration has reviewed the application in its entirety and has attached all required documents

*James D. Helms* 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.

SCHOOL FACILITIES

05.31

**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 *KS*

2

Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract. *KS*

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; *KS* 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;

*KS* Initials

c. Agreement to observe all fire and safety

regulations; *KS* 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;

*KS* Initials

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