



Kenton County School District | *It's about ALL kids.*

Issue Paper



DATE:

March 10, 2026

AGENDA ITEM (ACTION ITEM):

Consider/Approve Community Use Facility contract with Kentucky AAU Karate (Tora Martial Arts) for use of the Scott High School gymnasium on April 18, 2026.

APPLICABLE BOARD POLICY:

05.3 Community Use of Facility

HISTORY/BACKGROUND:

Tora Martial Arts is a local martial arts academy that is requesting to use Scott High School for a spring competition.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Approval to Community Use Facility contract with Kentucky AAU Karate (Tora Martial Arts) for use of the Scott High School gymnasium on April 18, 2026.

CONTACT PERSON:

Matt Wilhoite

MWilhoite
Principal/Administrator

Taura Harney
District Administrator

[Signature]
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.*

Facility Use Contract

This agreement made by and between the Kenton County Board of Education, the school Principal, and the Superintendent/designee authorized so to act by direction of the Board of Education and KY AAU Karate hereinafter referred to as "user" of the school facilities hereinafter described. The user is a: (Check One): profit organization non-profit organization/FEIN # 470960189

Category of user (1-5) III (Final determination of category is made by Superintendent/designee).

WITNESSETH:

The school Principal does hereby agree to permit user to utilize certain school facilities more particularly described as follows: Scott Gym

at the following times and dates: April 18 8-5 pm subject to the following terms and conditions:

1. School facilities shall not be utilized by any outside group prior to ninety (90) minutes after the end of the school day at this campus, unless otherwise approved by the Superintendent/designee.
2. 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 specified by the Principal. Any violation of such 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.
3. The use of these school facilities shall be in compliance with all laws and regulations and the terms and conditions of Kenton County Board of Education policies, specifically including Board Policy 05.3, the terms of which are incorporated herein by reference.
4. The reserved time/date for use by user may be cancelled or preempted by Principal or Superintendent / designee and permissions for use may be terminated without cause by notice from Principal or designee.
5. Approved users are responsible for the conduct and safety of their participants, guests, coaches, officials, and spectators. Automated External Defibrillators (AED) accessibility is not the responsibility of the KCSD facility.
6. There shall be no transfer or assignment of this agreement, nor any profit making or commercial venture subject to this use.
7. Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways, or stairways. Facility capacities as determined by the Fire Marshall shall be observed.

Facility Use Contract

- 8. All activities will be cancelled when school is closed due to inclement weather. Outside groups using our facilities during inclement weather will be at their own risk. Campuses will be cleared for school use only.
- 9. 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.
- 10. The user agrees to hold harmless and defend the Kenton County Board of Education, its employees and agents, for any claim, liability, damage, loss or expense resulting from the utilization of the facilities used hereunder.
- 11. The user agrees to provide liability insurance coverage for its use of the facilities including the following minimum amounts:

The liability insurance certificate is required to include the following minimum amounts:

\$2,000,000 General Liability coverage in the aggregate

\$1,000,000 General Liability coverage per occurrence

The Kenton County Board of Education is noted as additional insured

A copy of the liability policy or declaration of coverage page must be attached to this contract.

- 12. An orientation has been provided.

(Please initial) SN _____ user _____ school representative

Applicable Fees:

Rental fee: \$300 flat per hr. (min 2 hours)

Rental fee total: \$300

Custodial fee: \$48 per hr. (min 2 hours)

Custodial fee total: \$480

Supervisory fee: \$35 per hr. (min 2 hours)

Supervisory fee total: ~~\$70~~ \$420

Equipment fee: _____

Equipment fee total: _____

Other fees: _____

Other fees total: _____

50% of total fees to be paid as security deposit at contract signing; remainder to be paid within two (2) weeks after contracted event.

Total Fees: ~~\$700~~ \$1200

Deposit: _____

Checks are payable to Kenton County Board of Education

Supervision/Custodial Support Details:

Supervision & Custodial is an estimate. Will change based on time of event.

Misc. Considerations:

Supers for Friday camp will be charged at \$35 on hr

Facility Use Contract

Name of School: Scott High School Kentucky DAV Karate
Name of Renting Organization "User"

Sarah Napier
Name of "User" Representative (Print)

5985 Carlton Dr
Address

Burlington, KY 41005
City State Zip

(859) 443-0150
Phone Number

ToraMartialArtsNKY@gmail.com
E-Mail Address

If responsible individual is other than then the "User" whose signature appears on this page below, please identify that individual. Responsible individual will be in attendance during entire use of facility.

Sarah Napier
Name
5985 Carlton Dr Burlington, KY 41005
Address
859-443-0150
Telephone Number
ToraMartialArtsNKY@gmail.com
E-Mail Address

IN WITNESS WHEREOF the Principal and the Superintendent/designee for and on behalf of the Board of Education and the user hereunto set their hands this 7th day of April, 2026. Contracts for recurring events expire on June 30th of the school year.

Sarah Napier
Signature of "User" Representative

Cody Wiley
Principal

Superintendent/designee

Review/Revised: 7/7/2025

EVENT THIRD PARTY CERTIFICATE OF INSURANCE
AMATEUR ATHLETIC UNION OF THE U.S., INC.

CERTIFICATE HOLDER Kenton County Schools 1055 Eaton Dr Ft Mitchell, KY 41017	COVERAGE DATES: 4/18/2026 - 4/18/2026
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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.

PRODUCER Alliant Insurance Services, Inc. 101 Park Avenue, 14th Floor New York, NY 10178	INSURED Amateur Athletic Union of the U.S., Inc. Walt Disney World Resort P.O. Box 22409 Lake Buena Vista, FL 32830-1000 (407) 934-7200	MEMBER CLUB INSURED Tora Martial Arts 5985 Carlton Dr. Burlington, KY 41005	LICENSED NO.: ELJPRQ29G5 CLUB CODE: U4B2J5Q3Z
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INSURER(S) AFFORDING COVERAGE	
Company A United State Fire Insurance Company NAIC# 21113 Company B Everest National Insurance Company NAIC # 10120 Company C HDI Global Specialty SE NAIC# AA-1340041	*For box below, INSR-LTR refers to Company A, B, or C.

COVERAGES - This is to certify that the policy(ies) 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 policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies), limits shown may have been reduced by paid claims.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	COVERAGE EFF. DATE (MM/DD/YY)	COVERAGE EXP. DATE (MM/DD/YY)	COVERAGES	LIMITS
A	Participant Accident	US1182736	9/01/2025 12:01 AM	9/01/2026 12:01 AM	Accident Medical Accidental Death and Dismemberment	100,000 20,000
B	Excess Liability	GGN0012707-251	9/01/2025 12:01 AM	9/01/2026 12:01 AM	Each Occurrence Policy Aggregate	1,000,000 1,000,000
C	Excess Liability	25QS1244	9/01/2025 12:01 AM	9/01/2026 12:01 AM	Each Occurrence Policy Aggregate	4,000,000 4,000,000
B	General Liability	GCN0012693-251	9/01/2025 12:01 AM	9/01/2026 12:01 AM	Each Occurrence Limit General Aggregate Limit Participant Legal Liability Personal and Advertising Injury Limit Products-Completed Operations Aggregate Fire Damage to premises Rented to You Policy Aggregate Cap Medical Expenses Limit (Any One Person) Abuse or Molestation Incident Abuse or Molestation Aggregate	1,000,000 3,000,000 1,000,000 1,000,000 3,000,000 1,000,000 20,000,000 5,000 1,000,000 2,000,000

ADDITIONAL INFORMATION / RESTRICTIONS / SPECIAL ITEMS
 Coverage applies to Tora Martial Arts, License # ELJPRQ29G5 Kentucky Karate State Championships and Qualifier from 4/18/2026 through 4/18/2026, for the gross negligence and/or liabilities of the AAU Club(s) or registered members. For said club to have coverage, all membership requirements in the AAU must be met. Primary non-contributory applies as per attached endorsement ECG 24 520 04 02. Waiver of Transfer of Rights of Recovery Against Other to Us applies per attached Endorsement ECG 24 522 04 02. The Certificate holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, subject to the provisions and limitations of the policy(ies), attached CG 20 11 04 13 applies.

CANCELLATION - Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. But, failure to mail such notices shall impose no obligation for liability of any kind upon the insurer, its agents or representatives.
REVOCAION OF MEMBERSHIP - will result in cancellation of coverage.

FACILITY OWNER SHOULD VERIFY THIS CERTIFICATE.
 Go to www.aausports.org, Membership, Insurance, Issued Third Party Certificates, Insert member club code


 Authorized Representative

Certificate No. U8GHQCVW6RK4M

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inscenfacility.net