

Use Agreement

This agreement made by and between the Boone County Board of Education, Michael Wilson as Principal authorized so to act by direction of the Board of Education and Boone County Extension 4-H 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:

Access to Cooper High Schools gymnasium for 4-H Camp

check in, check out, send off and arrival to and from 4-H Camp.

at the following times and dates: Mon July 27, 2026 7am - 10:00am and

Friday July 31, 2026 10am - 1:00 pm 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 12th day of May, 20 20.

Cooper High SCHOOL

BY: Michael Wilson
PRINCIPAL

Cathy Fellows
USER

Boone County Extension 4-H Dept. / 6028 Camp Ernst Rd.
ADDRESS

CITY STATE ZIP

859-586-6101 / Cell 859-640-1016
PHONE NUMBER

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 5/6/26

Requestor's Contact Information

Name: Cathy Fellows - 4-H Agent

Organization: Boone County Extensions 4-H Dept.

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

Contact number: 859-586-6101 cell 859-640-1016

Email address: Cathy.fellows@uky.edu

School / Location Requested

Cooper High School, 2855 Longbranch Rd Union Ky

List all areas needed:

Lobby, gymnasium, bus loop and parking lot.

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

Date(s) of program / event : Mon 7/27/26 7am - 10am And Fri 7/31/26 10am - 1

Program/ event time: 7/27/26 Camper check in is at 7:30am, bus send off 9:00am
7/31/26 Camper check out approximate bus arrival 11am

Actual time needed: _____ Include set up / tear down / clean up
/ restoration time mon 7/27/26 7am - 10am
Fri 7/31/26 10am - 1pm

Expected number of attendees: 350 campers, plus parent are required to sign them in. 700-7
peop

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. see attached flyer

Do you have liability insurance? Yes No ** If yes, please attach a copy of your Certificate of Insurance. See attached

Who is responsible for supervision of the attendees of this event / program?

4-H Agents: Cathy Fellows, Laila El-Amin, and Richelle Davis
Along with screened and approved Boone County staff
and volunteers.

Purpose of the event / program:

Annual 4-H Camp Send off to 4H Camp and arrival back from 4-H

**** Please note:** Our main extension office is under a complete remodel, therefore we are requesting to use Cooper High Schools facility for this event.
Prior to 2015 Camp Ernst middle school was always used as the 4-H Camp send off and arrival location. Camp Ernst is unable to accommodate us this year.

Safety and Emergency Procedures:

All youth will be under the supervision of screened and approved Boone County Extension Staff and volunteers.
All school emergency protocols will be followed.

Inclement Weather Plan :

This is a Rain or Shine Event.

For Any unforeseen weather emergencies we will follow Boone County schools procedures that are used for this facility.

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 will be bringing all our 4-H Camp supply boxes.
(Signs and sign sheets etc)

We will utilize tables at the school.

All will be cleaned up, and trash (if any) will be removed after events by our staff.

For outdoor only events:

07/03/2025

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

Restrooms will be utilized if needed. We do have
bathrooms on our Charter busses that arrived at 8:15 am

This section to be completed by school or district administration

Please initial each item.

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

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

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



Cooperative
Extension Service
Boone County

| 4-H YOUTH DEVELOPMENT

BOONE COUNTY 4-H

Summer Camp

July 27 - 31, 2026

Carlisle, KY on 350 acres near Lake Carnico

**Cost:
\$140***

**Ages
9-14**

CAMP FUN & ACTIVITIES INCLUDE:

- Hands-on cooking classes
- Arts and Crafts activities
- Swimming pool Rifle and archery ranges
- Bird blind and observation bee hive
- Low and High ropes course
- Basketball, volleyball and athletic field
- Lake for fishing, canoeing, kayaking & nature classes
- Making new friends and memories

ABOUT CAMP:

- Air-conditioned cabins, dining hall, multi-purpose building, and bathhouses.
- Open-air shelter house
- country store for souvenirs and snacks
- swimming pool with waterslide.

INTERESTED IN SIGNING UP?

- Applications are available at any Boone County Extension Office or online at <https://boone.mgcafe.uky.edu/4h-youth-development>
- **LAST DAY TO TURN IN CAMP APPLICATIONS IS MAY 29, 2026.**
 - Apply early, as available spots may be filled prior to the deadline.
- Payment can be made with exact change or check, payable to Boone County 4-H Council.
 - We are unable to provide change or accept credit cards.
 - *\$140.00 for Boone County 4-H members, \$340.00 for non-members. Free for adult volunteers and one of their children.
- Questions? Contact Cathy by calling 859.586.6101 or email cathy.fellows@uky.edu



Cooperative
Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Disabilities
accommodated
with prior notification.

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

SCHOOL FACILITIES

05.31 AP.21
(CONTINUED)

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