



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

Issue Paper

DATE:

6/16/2026

AGENDA ITEM (ACTION ITEM):

Consider / Approve the Community Use Facility contract with the Kenton County Police Department for use of the Twenhofel Middle school building for school related law enforcement training on various dates in July and August.

APPLICABLE BOARD POLICY:

05.3 Community Use of Facility

HISTORY/BACKGROUND:

The Kenton County Police Department is partnering with the City of Independence to conduct classroom training and scenario-based training in the Twenhofel Middle building. Trainings will include classroom instruction and active shooter simulations. Training in a school building will positively impact school safety plans as local law enforcement has the opportunity to emulate emergency situations in a school setting.

FISCAL/BUDGETARY IMPACT:

\$0.00 – no impact.

RECOMMENDATION:

Approve the Community Use Facility contract with the Kenton County Police Department for use of the Twenhofel Middle school building for school related law enforcement training on various dates in July and August.

CONTACT PERSON:

Matt Rigg, Chief Operations Officer

Principal/Administrator



District Administrator



Superintendent

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 KENTON CO. POLICE DEPT. hereinafter referred to as "user" of the school facilities hereinafter described. The user is a: (Check One): _____ profit organization non-profit organization/FEIN # _____

Category of user (1-5) 3 (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: TWENHOFEL CLASSROOMS AND BUILDING

at the following times and dates: JULY 21 & 23; 12:00 PM - 12:00 AM AND subject to the following terms and conditions: AUGUST 3-7; 10:00 AM - 6:00 PM

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) _____ user _____ school representative

Applicable Fees:

Rental fee: _____ per hr. (min 2 hours)	Rental fee total: _____
Custodial fee: _____ per hr. (min 2 hours)	Custodial fee total: _____
Supervisory fee: _____ per hr. (min 2 hours)	Supervisory fee total: _____
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: ϕ

Deposit: ϕ

Checks are payable to Kenton County Board of Education

Supervision/Custodial Support Details:

TEAL NALLY - DIST SAFETY COORDINATOR TO PROVIDE OVERSIGHT

Misc. Considerations:

FEES WAIVED FOR MUTUAL BENEFIT OF LAW ENFORCEMENT TRAINING IN KCSD BUILDINGS.

Facility Use Contract

Name of School: TWENHOFEL KENTON CO. POLICE DEPT.
 Name of Renting Organization "User"

CHIEF SPIKE JONES
 Name of "User" Representative (Print)

11777 MADISON PIKE
 Address

INDEPENDENCE KY 41051
 City State Zip

(859) 392-1940 (ADMIN)
 Phone Number

spike.jones@kentoncounty.org
 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.

 Name

 Address

 Telephone Number

 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 6TH day of JULY, 2026. **Contracts for recurring events expire on June 30th of the school year.**

C.O. M. Sibb _____
 Signature of "User" Representative Principal

Christopher Riggs
 Superintendent/designee

Review/Revised:7/7/2025



KENTCO-P09

PGAYHEART

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/26/2026

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 Public Entity Insurance 505 Wellington Way, Suite 275 Lexington, KY 40503	CONTACT NAME: Piper Gayheart	
	PHONE (A/C, No, Ext): (859) 296-4580	FAX (A/C, No): (859) 296-4583
E-MAIL ADDRESS: pgayheart@pei-gov.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : The Princeton Excess and Surplus Lines Insurance Company		10786
INSURER B : Arch Insurance Company		11150
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED

KENTON COUNTY FISCAL COURT
 1840 SIMON KENTON WAY
 Covington, KY 41012

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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Law Enf 5000000 <input checked="" type="checkbox"/> Public Offic 5000000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	64-A3-EX-0000059-05	7/1/2026	7/1/2027	EACH OCCURRENCE \$ 5,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 5,000,000
						GENERAL AGGREGATE \$ 5,000,000
						PRODUCTS - COMPI/OP AGG \$ 5,000,000
						\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		64-A3-EX-0000059-05	7/1/2026	7/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		WCX 0070429 02	7/1/2026	7/1/2027	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of coverage for below event:
 Kenton Co. Police Department training event
 Location: Twenhofel Middle School- 11846 Taylor Mill Rd, Independence, KY 41051
 Dates: July 21st-23rd, 2026 and August 3rd-7th, 2026
 Kenton County Board of Education is Additional Insured per the Facility Use Contract in place.

CERTIFICATE HOLDER Kenton County School District 2044 Tuscanyview Dr. Covington, KY 41017	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.
	AUTHORIZED REPRESENTATIVE 