

Use Agreement

This agreement made by and between the Boone County Board of Education, Jennifer Wolf as Principal authorized so to act by direction of the Board of Education and Immanuel School of Music 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:

ISM String Instruction & Music Enrichment

Weekly as scheduled with Boone schools and ISM.

at the following times and dates: Sept. 2026 - April 2027

Tuesdays 5pm-7:30 pm

Wednesday 4:30pm-6:00 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 28 day of May, 20 26.

Conner Middle SCHOOL

BY: Jennifer Wolff Jennifer Wolff
PRINCIPAL

Julie Geiman, Education Director / Ellen Stephens, ISM Director
USER

2551 Dixie Highway
ADDRESS

Lakeside Park, KY 41017
CITY STATE ZIP

(513) 236.1269 - Julie Geiman / (513) 910.5329 - Ellen Stephens
PHONE NUMBER

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
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HIGH SCHOOL AUDITORIUM

	\$100.00 per hour 3 hour minimum
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

07/03/2025

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 5/20/2026

Requestor's Contact Information

Name: Julie Geiman, Education Director / Ellen Stephens, ISM Director

Organization: Immanuel School of Music

Does this organization have non - profit status? Yes No

If yes, please attach documentation.

Contact number: (513) 236.1269 - Julie Geiman / (513) 910.5329 - Ellen Stephens

Email address: jgeiman@immanuel-nky.org & estephens@immanuel-nky.org

School / Location Requested

Conner Middle School

List all areas needed:

Classroom area large enough for instruction *Orchestra Room*

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

Date(s) of program / event : Sept. 2026 - April 2027

Program/ event time: Beethoven & BSE Strings - Tuesdays 5-7:30 pm
Beethoven Strings - Wednesdays 5-6:00 pm

Actual time needed: Tuesdays, 4:45pm-7:40 pm
Wednesday, 4:45pm-6:05 pm Include set up / tear down / clean up / restoration time

Expected number of attendees: 10-30

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.

Do you have liability insurance? 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?
Julie Geiman, Education Director / Ellen Stephens, ISM Director
(ISM) Immanuel School of Music teacher assigned assigned at school for programs

Purpose of the event / program:
Strings instruction and Music enrichment. Beethoven & BSE Strings is a unique outreach program for local schools in Boone, Kenton, and Campbell Co. which currently do not have active string programs. The program is designed for grades 4,5,6,7. Strings class (violin, viola, cello, and bass).

Safety and Emergency Procedures:
All teachers have student emergency contact information with them. Our program follows the Boone County safety and emergency proceeedures.

Inclement Weather Plan :
We follow Boone County. If school is off - no class is offered. If school is delayed due to weather, no a.m. class (if scheduled); only after school (if scheduled)

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.
The teacher restores room to its original set up should desks, tables or chairs be used
Trash removal - NA; music instruction.

For outdoor only events:

07/03/2025

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

This section to be completed by school or district administration

Please initial each item.

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

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

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/11/2026

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).

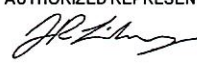
PRODUCER Lightwell Insurance Advisors of TN 7121 Afton Drive Knoxville TN 37918	CONTACT NAME: Benjamin W Johnson PHONE (A/C, No, Ext): (865) 922-3111 E-MAIL ADDRESS: BJohnson@Lightwell.com	FAX (A/C, No): (865) 922-0613
	INSURER(S) AFFORDING COVERAGE	
INSURED Immanuel Church, Inc. 2551 Dixie Hwy Lakeside Park KY 41017 (859) 341-5330	INSURER A: BROTHERHOOD MUTUAL INS CO	NAIC # 13528
	INSURER B: Everest Reinsurance Co	26921
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **JL** **CERTIFICATE NUMBER:** Cert ID 2468 (4) **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. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR 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 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			16MRA0525404	06/04/2026	06/04/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 Empl Benefits Liab \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ 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 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	16WRA0525428	06/04/2026	06/04/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Blanket Accident Only			AHP0000741-261	03/01/2026	03/01/2027	Max Amount per covered person 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 For ISM Music instruction, ISM String instruction, Mozart Strings, as approved and scheduled by schools & ISM during 2026-2027.

CERTIFICATE HOLDER The Boone County School District 8330 US Highway 42 Florence KY 41042	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 
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Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

IMMANUEL CHURCH INC
C/O CHRISTOPHER CATE
2551 DIXIE HIGHWAY
LAKESIDE PARK, KY 41017

Date:
February 8, 2024
Employer ID number:
92-3595764
Person to contact:
Name: Harold J Fodor
ID number: 31675
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(i)
Form 990 / 990-EZ / 990-N required:
No
Effective date of exemption:
March 17, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053545005953

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

E-000087938

Immanuel Church, Inc.

Exemption Number

Name of Exempt Institution

Important - Certificate not valid unless completed.

PURCHASE EXEMPTION CERTIFICATE

Check Applicable Block
Blanket
Single Purchase

I hereby certify that Immanuel Church, Inc is a Kentucky resident nonprofit educational, charitable or religious institution, or Kentucky historical site, located at 2551 Dixie Highway, Lakeland Park, KY 40187, Kentucky and that the tangible personal property, digital property or services to be purchased from _____

Name of Vendor

Address

will be used solely within the exempt function of a charitable, educational or religious institution or historical site.

Description of property to be purchased: _____

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to pay the tax measured by the purchase price of the property.

Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.

Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every material matter.


Authorized Signature

Church Administrator

Title

January 30, 2025

Date

CAUTION TO SELLER: This certificate cannot be issued or used in any way by a construction contractor to purchase property to be used in fulfilling a contract with an exempt institution. Sellers accepting certificates for such purchases will be held liable for the sales or use tax.

DEPARTMENT OF REVENUE
Frankfort, Kentucky 40620

51A126 (12-09)