



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

# Issue Paper

**DATE:**

July 10, 2026

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Community Use Facility contract with Dixie Youth Cheer for use of the Caywood Elementary gymnasium during non-school time on various dates during 2026-27 school year.

**APPLICABLE BOARD POLICY:**

05.3 Community Use of Facility

**HISTORY/BACKGROUND:**

The Dixie Youth Cheer is an organization that provides cheerleaders that will attend Turkey Foot Middle School and Dixie Heights High School opportunities to participate in cheer.

**FISCAL/BUDGETARY IMPACT:**

None

**RECOMMENDATION:**

Approval Community Use Facility contract with Dixie Youth Cheer for use of the Caywood Elementary gymnasium during non-school time on various dates during 2026-27 school year.

**CONTACT PERSON:**

Randy Borchers

A handwritten signature in blue ink that reads "Randy Borchers".

Principal/Administrator

A handwritten signature in blue ink that reads "Laura Harvey".

District Administrator

A handwritten signature in blue ink that reads "C. J. [unclear]".

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

*Dixie Youth Choir*  
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 ~~Coywood Elementary~~ hereinafter referred to as "user" of the school facilities hereinafter described. The user is a: (Check one): ☐ profit organization ☒ non-profit organization/ EIN

Category of user (1-5) (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: 8/4-8/6, 8/11-8/13, 8/18-8/20, 8/25-8/26  
9/1-9/3, 9/8-9/10, 9/15-9/17, 9/22-9/24, 9/29-10/1, 10/3  
at the following times and dates: 10/6-10/8, 10/10-10/12, 10/17-10/19, 10/27 subject to the following terms and conditions: 10/20-10/24, 11/3-11/5, 11/10-11/12, 11/17-11/19

*June 2027*  
*Dates*

*6/14-6/30*  
*5pm-9pm*

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 KCSID 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) UCZ user    school representative

**Applicable Fees:**

|                                                      |                                      |
|------------------------------------------------------|--------------------------------------|
| Rental fee: <u>      </u> per hr. (min 2 hours)      | Rental fee total: <u>      </u>      |
| Custodial fee: <u>      </u> per hr. (min 2 hours)   | Custodial fee total: <u>      </u>   |
| Supervisory fee: <u>      </u> per hr. (min 2 hours) | Supervisory fee total: <u>      </u> |
| Equipment fee: <u>      </u>                         | Equipment fee total: <u>      </u>   |
| Other fees: <u>      </u>                            | Other fees total: <u>      </u>      |

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:        Deposit:       

**Checks are payable to Kenton County Board of Education**

**Supervision/Custodial Support Details:**

Evening Custodian

**Misc. Considerations:**

SCHOOL FACILITIES

05 3 AP.1  
(CONTINUED)

Facility Use Contract

Name of School: Caywood Elementary \_\_\_\_\_ Dixie Youth Cheer  
Name of Renting Organization "User"

Matt Buford  
Name of "User" Representative (Print)

493 Gerard Drive  
Address

Edgewood Ky 41017  
City State Zip

859 802-7450  
Phone Number

dixieyouthco-directors@yahoo.com  
E-Mail Address

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

Lilly Ashley  
Name

413 Gerard Drive  
Address

859 4136-4137 : 859 4136-0593  
Telephone Number

dixieyouthco-directors@yahoo.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 9 day of July, 2009. Contracts for recurring events expire on June 30th of the school year.

[Signature]  
Signature of "User" Representative

[Signature]  
Principal

Superintendent/designee

Review/Revised: 7/7/2025



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/14/2026

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).

|                                                                                      |  |                                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>DG Agency<br>3825 Edwards Rd Suite 620<br><br>Cincinnati OH 45209 |  | <b>CONTACT NAME:</b> Damian Gilchrist<br><b>PHONE (A/C No. Ext.):</b> (513) 818-1923<br><b>FAX (A/C No.):</b> (513) 685-9996<br><b>E-MAIL ADDRESS:</b> damian@dgins-agency.com               |  |
| <b>INSURED</b><br>NKYFL<br>1866 FREEDOM TRL<br><br>INDEPENDENCE KY 41051-7607        |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> ERIE INS CO<br><b>INSURER B:</b> ERIE INS EXCH<br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|                                                                                      |  | <b>NAIC #</b><br>26263<br>26271                                                                                                                                                              |  |

**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                                                                                                                                                                                                                                                                                                           | ADDITIONAL SUBROGATION              | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER |                                     | Q61-0121350   | 07/18/2026              | 07/18/2027              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          | <input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                            |                                     |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                      |
|          | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                            |                                     | Q31-1870440   | 07/18/2026              | 07/18/2027              | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$                                                                                                                                                                                         |
|          | <input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                      | Y/N<br><input type="checkbox"/> N/A |               |                         |                         | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                      |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

|                                                                                      |
|--------------------------------------------------------------------------------------|
| Kenton county board of education<br>2044 Tuscanyview Drive<br><br>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. |
| <b>AUTHORIZED REPRESENTATIVE</b><br><i>Damian Gilchrist</i>                                                                                                    |

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