



FLOYD COUNTY BOARD OF EDUCATION  
Anna Whitaker Shepherd, Superintendent  
442 KY RT 550  
Eastern, KY 41622  
Telephone (606) 886-2354 Fax (606) 886-4550  
www.floyd.kyschools.us

Linda C. Gearheart, Board Chair - District 1  
William Newsome, Jr., Vice-Chair - District 3  
Dr. Chandra Varia, Member- District 2  
Keith Smallwood, Member - District 4  
Steve Slone, Member - District 5

**Consent Agenda Item (Action Item):**

Consider/Approve the Group Room Reservations Agreement for Home 2 Suites by Hilton for the Floyd Central Middle School Football team overnight trip to see Cincinnati Bengals on November 12, 2023. This trip was approved at the September regular meeting.

**Applicable State or Regulations:**

Powers and Duties of the Board of Education: 01.11

**Fiscal/Budgetary Impact:**

Hotel cost will be paid for from fundraising money.

**History/Background:**

The FC Middle School football players have worked hard for the past few years, practicing diligently and now they are seeing that hard work pays off. Attending the NFL football game is an experience that many of them would never get to have, and they are getting to do it for free.

**Recommended Action:**

Approve the Group Room Reservations Agreement as presented.

**Contact Person(s):**

Ketrin Mays, Coach  
Kevin O'Quinn  
Nikki Gearheart  
Rady Martin

Director

Superintendent

**Date:**

Home2 Suites by Hilton Florence Cincinnati Airport South  
 7570 Woodspoint Drive  
 Florence, Kentucky 41042  
 Phone: 859-746-1001  
 Fax: 859-746-1002



GROUP ROOM RESERVATIONS AGREEMENT			
Organization:		ARRIVAL:	Saturday, November 11, 2023
Contact:	Anthony Mays		
Address:		DEPARTURE:	Sunday, November 12, 2023
Phone:	(606) 226-7300	GROUP CODE:	YFT
Email:	Ketrin_mays@live.com	TYPE:	SMERF

Home2 Suites by Hilton Florence/Cincinnati Airport South				
		Saturday 11/11/2023		
2 Queen Standard Studio Suite	Guestrooms	15		
	Rate	\$137.75		
King Standard Studio Suite	Guestrooms			
	Rate			
<b>TOTAL:</b>		<b>15</b>		

Check-in time for all rooms is 3:00 p.m. and checkout time is 12:00 noon.  
 Rates inclusive of Breakfast and WIFI.  
 Breakfast times: Weekday-6am-9am / Weekend 7am-10am

RESERVATIONS	
<b>Method of Reservations</b> Rooming list will be provided.	<b>Requests</b>  Every attempt will be made to accommodate special requests for room types and location. However, due to the arrival and departure patterns not all requests may be able to be fulfilled.
<b>Cut off Deadline</b> Rooming List must be received by <b>Wednesday, November 1, 2023</b> . After this date, reservations will be accepted on a rate available basis only.	

TERMS OF PAYMENT	
<b>Posting Instructions</b> State Tax Exempt	<b>Billing Instructions</b> Room charges routed to group master.

SPECIAL INSTRUCTIONS
Rate includes high speed internet, complimentary parking, business center with complimentary fax and copies. Also included: state of the art fitness center, heated salt-water swimming pool, complimentary breakfast.

TERMS AND CONDITIONS	
<b>INDEMNIFICATION</b> Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or misconduct of such party or its respective officers, directors, employee, agents, contractors, members or participants (as applicable), provided such individuals are acting within the scope of their employment unless caused by the negligence, willful misconduct, fraud, or breach of this Agreement by each party.	<b>Guaranteed Reservation</b>  <b>Credit Card on file to guarantee all rooms.</b>

Home2 Suites by Hilton Florence Cincinnati Airport South  
7570 Woodspoint Drive  
Florence, Kentucky 41042  
Phone: 859-746-1001  
Fax: 859-746-1002



**CANCELLATION POLICY**

**FORCE MAJEURE:** The Performance of this Agreement by either party is subject to Acts of God, war, terrorism, government regulations, disaster (including, but not limited to fire, flood, severe weather and earthquake), strikes, civil disorder, curtailment of transportation facilities and any other emergency making it illegal or impossible to provide facilities or for the Group to safely travel.

**CANCELLATION:** Group may cancel room reservations up to 3 days prior to arrival with no penalty. Cancellations made after this will be considered a "late cancel" and penalty will be assessed of one night's room and tax.

**CONTRACT TERMS**

Please note these room rates are per room, per night, and are subject to applicable taxes. Enclosed is an additional copy of this contract, which when signed and returned will confirm the above arrangements on a definite basis. Please note that due to the volume of requests for these rooms please return this confirmation no later than Friday September 15, 2023.

**Signage:** a Sales Manager must approve all signs, decorations, or props that are to be displayed. The Hotel will check for quality, content, placement, and method of fastening. Any of the above not approved by the Hotel may be removed, and any damage caused to the facility will be charged to the individual or the master account.

**Liability:** The hotel does not accept liability for any lost or damaged items left in rooms. Valuables should be secured in lock boxes at the Front Desk.

**Check-In Time/ Check Out Time** – Our check-in time is 3:00pm and checkout time is 12 noon. Guests arriving before 3:00pm will be accommodated as rooms become available.

**Pre- Arrivals / Stay Overs:** For any guests, who may wish to arrive early or depart later than indicated in the official dates mentioned above, we will honor the group rate for two (2) days prior and two (2) days after your major meeting dates if hotel occupancy is below 80% day of arrival or departure. Early arrivals or late departures, other than listed above are subject to space availability.

We at the Home2 Suites Florence are looking forward to being of service to you. If you should have any questions concerning these details, please feel free to contact me. We will be happy to serve you!

*Angelia Millwood*

Angelia Millwood  
Director of Sales

09/06/2023

Date

Client Signature

10/17/23

Date

**VISTA HOST  
CREDIT CARD AUTHORIZATION**

Name of Property: Home2 Suites Florence Cincinnati Airport South

Today's Date: OCTOBER 17, 2023

Name of Cardholder: FLOYD CO BD OF EDUCATION

Company/Organization: FLOYD COUNTY BOARD OF EDUCATION

Address: 442 KY RT 550

Address: EASTERN State: KENTUCKY Zip Code: 41622

Daytime Phone: 606-886-4558 Fax: \_\_\_\_\_

Type of Credit Card: American Express Visa (Mastercard) Diners Discover JCB (circle one)

Credit Card Number: 5569269971803724 Exp. Date: 11/25

Payment for (name): FLOYD COUNTY BOARD OF EDUCATION STUDENTS, COACHES

Dates of Stay/Event: NOVEMBER 11, 2023 - 1 NIGHT

Other information: I NIGHT STAY - 15 ROOMS (ROOMING LIST ATTACHED)

Describe Charges :  Room & Tax Only  
(check all that apply) \_\_\_\_\_ Room, Tax, and Telephone  
\_\_\_\_\_ Room, Tax, and All Incidental Charges  
\_\_\_\_\_ Meeting Charges (inclusive of rental and food and beverage)  
\_\_\_\_\_ Other (please describe below)

Other Charges: NO OTHER CHARGES

I hereby authorize this property/establishment to charge the above listed credit card for the indicated charges. I state and verify that I am a legal signer and/or the card holder for the listed credit card. By signing below, I agree to pay for the charges incurred by the person(s) and/or organization indicated above.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : TIFFANY CAMPBELL

PLEASE CLEARLY PHOTOCOPY THE FRONT AND BACK OF THE CREDIT CARD AND SUBMIT WITH THIS FORM

B - 371

Floyd County Board of Education

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 FLOYD Co Bo of Eds a Kentucky resident, nonprofit, educational, charitable or religious institution, or Kentucky historical site, located at 442 KY RT 550, EASTERN KYA1622 personal property or services to be purchased from Home 2 Suites by Hilton and that the tangible property will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.  
Name of Exempt Institution  
Address  
Name of Vendor  
Address

Description of property to be purchased: Lodging & Parking Only

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 \_\_\_\_\_ Title \_\_\_\_\_

Director of Finance/Treasurer \_\_\_\_\_  
Date October 17, 2023

DEPARTMENT OF REVENUE  
Frankfort, Kentucky 40620 51A126 (8-04)

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.



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Keith Smallwood, Member - District 4  
Steve Stone, Member - District 5

**CONSENT AGENDA ITEM (ACTION ITEM):**

Approve the Floyd Central Middle School football team's overnight trip to the Cincinnati Bengals game on November 12th, 2023.

**APPLICABLE STATUTES(S), REGULATIONS OR BOARD POLICY**

Powers and Duties of the Board of Education: 01.11

**FISCAL/BUDGETARY IMPACT:**

The tickets and the hotel rooms for students, as well as the room and ticket for the bus driver, will be paid out of fundraising money. The cost of the driver and the bus will be paid out of fundraiser money as well.

**HISTORY/BACKGROUND**

The FC Middle School football players have worked so hard for the past few years, practicing diligently and now they are seeing that hard work pay off. Attending an NFL football game is an experience that many of them would never get to have, and they are getting to do it for free..

**RECOMMENDATION AND RATIONALE:**

Approve the FCMS overnight football trip to the Cincinnati Bengals game on November 12, 2023. This will be a wonderful team building experience and will serve as a tremendous wrap up of a successful football season. Field trips are integral to students, as they provide exposure to new people, places, and experiences.

**CONTACT PERSON(S):**

Ketrin Mays, Coach  
Kevin O'Quinn  
Nikki Gearheart  
Rady Martin

*Kevin O'Quinn*

*Nikki Gearheart*  
Principal

*Rady Martin*  
*Rachel Couch*

*[Signature]*  
Director

*Anna W. Shepherd*  
Superintendent

Date: September 11, 2023