



**BEECHWOOD INDEPENDENT SCHOOL DISTRICT  
BOARD OF EDUCATION**

RENTAL/ USE OF FACILITY

**Community Groups**

50 Beechwood Rd., Ft. Mitchell, KY 41017 (859) 331-3250 www.beechwood.kyschools.us Fax (859) 331-7528

TODAY'S DATE: 7/31/24 DATE(S) OF ACTIVITY: Wednesdays weekly during school year

**PLEASE CHECK WITH HS SECRETARY TO BE SURE SITE IS AVAILABLE FOR THE DATES INDICATED.**

**INSTRUCTIONS:** To request the use of the commons, cafeteria, library, either gym, high school classroom, kitchen, or any athletic field, your request must start in the high school office to determine availability of the area requested. To request the use of an elementary classroom or any space located in the elementary, the elementary principal will determine the availability of the area requested. Once approved by the principal, the request will be submitted to the Superintendent. If approved, the request will be put on the agenda for the next Board of Education meeting for final approval.

NAME OF REQUESTING ORGANIZATION: Girl Scout Troop 2163

PERSON(S) WHO WILL BE PRESENT AND SUPERVISING THE ACTIVITY: Jennifer Brinkman and Georgina Jones

LOCATION(S) REQUESTED FOR ACTIVITY:  Commons  Cafe  Library/Media Center  Old Gym

Auxillary Gym  Lower Turf Field  Upper Turf Field  Other: GL-7 Justice, GL-5 Ahlers

Kitchen-requires a Food Service staff member be present, requesting group is responsible for cost.

TIME OF ACTIVITY: FROM 3:05 AM or  PM TO 4:45 AM or  PM.

Include time needed for set up and clean up.

**DOORS (TO BE KEPT OPEN DURING ACTIVITY IF APPLICABLE) (Please check or circle required entrances)**

DOORS OPEN FROM:  Elem Main Entry #2  Board Office/Library #8  HS Entry #10  
 Aux Gym Lobby #14  Other, be specific

APPROXIMATE NUMBER OF PERSONS WHO WILL BE ATTENDING THE ACTIVITY:

IF THIS IS A CONTINUING REQUEST, INDICATE THE DURATION BELOW:

Beginning August 21, 2024 and continuing through May 21, 2025

THE REQUESTED LOCATION(S) WILL BE USED FOR THE FOLLOWING ACTIVITY: Girl Scout troop meetings

Is the organization planning on using any equipment located on school property?  Yes  No

If yes, specify equipment:

Is the organization planning to conduct sales on school premises?  Yes  No

If yes, give a COMPLETE description of what is being sold and how the proceeds will be used:

Custodial service requested  yes  no. Fees may apply.

Heating/Cooling needed  yes  no.

\*\*\*IF YOUR GROUP WILL BE SELLING DRINKS, THEY MUST BE PURCHASED FROM OUR PEPSI DISTRIBUTOR.\*\*\*

FOR MORE INFORMATION CONTACT THE BOARD OFFICE AT (859) 331-3250.

**Check Fee Schedule for any applicable fees, 05.31 AP 21.**

I have read the Rules and Regulations for Community Use of School Facilities and the Use of Facilities Assurances of Acceptable Behavior, and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility.

SIGNATURE OF PERSON MAKING REQUEST ON BEHALF OF THE ORGANIZATION

218 Highland Ave, Fort Mitchell, KY 41017

ADDRESS

jennmichele10@gmail.com

954-290-5197

EMAIL

CELL

**AREA BELOW IS FOR OFFICE USE ONLY**

**SITE IS AVAILABLE. HS SECRETARY INITIAL**

Approved  Not Approved

PRINCIPAL'S SIGNATURE

Date

Approved  Not Approved

SUPERINTENDENT'S SIGNATURE

Date

Approved  Not Approved

SCHOOL BOARD CHAIR

Date

**STIPULATIONS:**

**CONTACT PERSON WILL BE NOTIFIED BY EMAIL.**

**Original** - Director of Operations Office

Copies will be emailed to: Maintenance/Custodial Supervisors, Principal, HS Secretary for Facility Book, Dir. Of Technology if heat/AC requested, & Athletic Dir. If athletic facility requested.

Procedure 05.3 and 05.31  
UPDATED February 6 2017