

TODAY'S DATE: 2/25/2025 DATE(S) OF ACTIVITY: 9/19/2025

PLEASE CHECK WITH HS SECRETARY TO BE SURE SITE IS AVAILABLE FOR THE DATES 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: Jordan McFaul Scholarship Fund

PERSON(S) WHO WILL BE PRESENT & SUPERVISING THE ACTIVITY: Kevin A. Mitts

NAME OF EVENT: Jordan McFaul Scholarship Kickoff

LOCATION(S) REQUESTED FOR ACTIVITY: ☒ Cafe ☐ Varsity Gym ☐ Aux Gym ☐ Lower Field ☐ Upper Field
☐ Fieldhouse Viewing Room ☐ Performing Arts Center ☐ Alumni Atrium ☐ Teacher Learning Center ☐ Student Center
☐ Kitchen-requires Food Service staff be present. Requesting group is responsible for cost. ☐ Other:

TIME OF ACTIVITY/EVENT: FROM 6:30 ☐ AM or ☒ PM TO 9:30 ☐ AM or ☒ PM.

START TIME FOR SET UP: 6:30

END TIME FOR CLEAN UP: 9:30

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

DOORS OPEN FROM: ☒ Elem Main Entry #2 ☐ HS Entry #10
☐ Aux Gym Lobby #14 ☐ Other, be specific

APPROXIMATE NUMBER OF PERSONS WHO WILL BE ATTENDING THE ACTIVITY: 100

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

Beginning and continuing through

THE REQUESTED LOCATION(S) WILL BE USED FOR THE FOLLOWING ACTIVITY: Gathering for Scholarship Fund and

memorial for fellow Beechwood High School Graduate Jordan McFaul

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.

Check Fee Schedule for any applicable fees, 05.3 AP.2

☒ 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.

Kevin A. Mitts
SIGNATURE OF PERSON MAKING REQUEST ON BEHALF OF THE ORGANIZATION

Kevinmitts0@gmail.com

EMAIL

281 Beechwood Road Fort Mitchell KY 41017

ADDRESS

859-444-8442

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.

05.31 AP.21

UPDATED January 2025