

**BOARD OF EDUCATION****Community Groups**

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

TODAY'S DATE:

10/30/25

DATE(S) OF ACTIVITY:

APRIL 26, 2026

PLEASE CHECK WITH HS SECRETARY TO BE SURE SITE IS AVAILABLE FOR THE DATES REQUESTED

INSTRUCTIONS: To request the use of the cafeteria, 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:
PERSON(S) WHO WILL BE PRESENT AND
SUPERVISING THE ACTIVITY:

TRI-STATE ENSEMBLES - BRYAN CRISP

LOCATION(S) REQUESTED FOR ACTIVITY:

☐ Cafe ☐ Old Gym ☐ Auxiliary Gym ☐ Lower Turf Field

☐ Upper Turf Field ☐ Field House Viewing Room ☒ Other: AUDITORIUM

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

TIME OF ACTIVITY/EVENT:

FROM 4:30

☐ AM or ☒ PM

TO 6:00

☐ AM or ☒ PM

START TIME FOR SET UP:

NOON

END TIME FOR CLEAN UP:

1:00p

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

DOORS OPEN FROM:

3:30 p.m. - 1:00 p.m.

☐ Elem Main Entry #2☐ HS Entry #10☐ Aux Gym Lobby #14☒ Other, be specific: FRONT AREA CLOSEST

APPROXIMATE NUMBER OF PERSONS WHO WILL BE ATTENDING THE ACTIVITY:

200

TO AUDITORIUM

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:

Is the organization planning on using any equipment located on school property?

☒ Yes☒ No

If yes, specify equipment: CHAIRS + STANDS

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.

SIGNATURE OF PERSON MAKING REQUEST ON BEHALF OF THE ORGANIZATION

bryan@bryancrisp.com

EMAIL

ADDRESS

1309 VICTORY LN INDEPENDENCE,

859 322 4811

Ky 4105

CELL

AREA BELOW IS FOR OFFICE USE ONLY**SITE IS AVAILABLE HS SECRETARY INITIAL**☒ Approved ☐ Not Approved☒ Approved ☐ Not Approved☐ Approved ☐ Not Approved

PRINCIPAL'S SIGNATURE

SUPERINTENDENT'S SIGNATURE

SCHOOL BOARD CHAIR

Date

Date

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;

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Dir. Of Technology if heat/AC requested, & Athletic Dir. If athletic facility requested.

05.31 AP.21

UPDATED Aug 17, 2022