



**BEECHWOOD INDEPENDENT SCHOOL DISTRICT  
BOARD OF EDUCATION**

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

RENTAL/ USE OF FACILITY

**Community Groups**

TODAY'S DATE: \_\_\_\_\_ DATE(S) OF ACTIVITY: \_\_\_\_\_

**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: \_\_\_\_\_

PERSON(S) WHO WILL BE PRESENT & SUPERVISING THE ACTIVITY: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

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 \_\_\_\_\_ AM or \_\_\_\_\_ PM TO \_\_\_\_\_ AM or \_\_\_\_\_ PM.

**START TIME FOR SET UP:** \_\_\_\_\_ **END TIME FOR CLEAN UP:** \_\_\_\_\_

**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: \_\_\_\_\_

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: \_\_\_\_\_

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

amelia.powers@education.ky.gov

ADDRESS

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.

05.31 AP.21

**UPDATED January 2025**