



**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: 1/26/26 DATE(S) OF ACTIVITY: 11/20-11/21/2024

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: PTSA

PERSON(S) WHO WILL BE PRESENT & SUPERVISING THE ACTIVITY: Kamela Klopp 513-213-9813

NAME OF EVENT: SantaFest

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 3pm ☐ AM or ☒ PM TO 3pm ☐ AM or ☒ PM.

START TIME FOR SET UP: 11/20/26 END TIME FOR CLEAN UP: 11/21/26

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

DOORS OPEN FROM: 8am - 12pm
☐ Elem Main Entry #2 ☒ HS Entry #10 lean-san 11/21/26
☐ Aux Gym Lobby #14 ☒ Other, be specific DOOR #17 3pm-6pm 11/21/26

APPROXIMATE NUMBER OF PERSONS WHO WILL BE ATTENDING THE ACTIVITY: 1200

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

Beginning 11/20/26 and continuing through 11/21/26

THE REQUESTED LOCATION(S) WILL BE USED FOR THE FOLLOWING ACTIVITY:

SantaFest

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

If yes, specify equipment: Tables | CHAIRS | Kitchen | Audio Equipment | EASELS (WHITE)

Is the organization planning to conduct sales on school premises?

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

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
Kamela Klopp

ADDRESS
8 Alpine Dr. 41017

Kamelammelman@gmail.com

CELL
513-213-9813

EMAIL

CELL

AREA BELOW IS FOR OFFICE USE ONLY

SITE IS AVAILABLE. HS SECRETARY INITIAL

☒ Approved ☐ Not Approved

[Signature]
PRINCIPAL'S SIGNATURE

1/29/26
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