



THOMAS MORE
UNIVERSITY

Make It **More.**

THOMAS MORE UNIVERSITY
FACILITY & SERVICES AGREEMENT

THIS AGREEMENT is entered into on March 18, 2026, between **THOMAS MORE UNIVERSITY** ("University") and Beechwood High School (herein referred to as the "Renter").

Facilities and Services Period: The University will provide the Renter with the facilities and services described for the period and purpose described in Exhibit A.

The renter understands that other activities may be conducted on the University campus by the University or other users during the above time period; however, the University agrees that it shall use its best efforts to schedule such other activities so as not to unreasonably interfere with Renter's activities. Renter agrees that its activities will not unreasonably interfere with the primary purposes of University business. Should the Renter's activities interfere with the primary purposes of University business, Renter may be asked to immediately vacate the premises and will forfeit reservation fees.

The University reserves the right to reassign facilities, at any time, for efficiency or maintenance purposes, as needs dictate. Renter will be notified of any changes as soon as the University has determined a facility change necessary.

Rules of Conduct: The Renter may not assign or in any way transfer its rights under this Agreement to any other parties. Nothing in this Agreement shall imply any partnership, joint venture, or other association between the University and the Renter. The Renter shall have sole responsibility for the content and the conduct of its activities on the University campus.

The Renter, its representatives and employees, shall comply with all policies, procedures, and/or laws prescribed by the University for use of facilities/equipment/services of the University and with all applicable governmental rules, laws, ordinances and regulations. The University reserves the right to remove disruptive guests from the premises.

All individuals will abide by the laws of the Commonwealth of Kentucky and Thomas More University regarding intoxicants, narcotics and drugs.

1. Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed within the buildings or on the grounds.
2. Gambling or solicitation in any form is not permitted.
3. The Renter, representatives and participants must report any type of violent crime, threats of violence, fires, or threats of fires to the Campus Safety at 859-341-7233.

The Renter also agrees not to in any way alter the facilities, relocate University property or affix any items (posters, streamers, etc.) to the walls, ceilings, floors, steps or banisters of the facilities without the express approval of the University.

The Renter also agrees to adhere to maximum occupancy guidelines as established by the University in compliance with fire code. Any violations of these limits must result in prompt removal of participants to adhere to these limits or discontinuation of the event.

Renter is responsible for distributing and explaining all University Policies to participants and assuring they are observed during the conference, event, or camp. This includes The Saints Community Standards, Residence Life Policies and Procedures and the Sexual Misconduct Policy. These policies will apply to all guests of the University. It is each participant's responsibility to understand and comply with all University policies along with all federal and state laws and regulations.

Fees: For the right to use the Facilities & Services, the Renter agrees to pay fees detailed in Exhibit A. The Renter will notify the University by Friday, May 23 at noon if facilities and services are needed. No deposit is required. No payment will be due if facilities and services are not needed, as long as the University is notified by Friday, May 23 at noon.

Insurance: The Renter agrees to maintain through the Event liability insurance in the amount of at least \$1,000,000.00. The Renter shall obtain and furnish a certificate of liability insurance prior to the Event naming the University as an additional insured. **The insurance policy is due to the university no later than seven (7) days prior to the starting day of the event.**

Indemnity: The Renter agrees to reimburse the University for any damages caused as a result of the actions of its participants. The University shall not be responsible for any injury or damage to any participant in the Event or the property of the Renter or any participant arising from any cause other than the gross negligence of the University. The Renter agrees to defend, indemnify and hold the University harmless from any claim arising from any injury or damage caused to any person or property at the University due to the acts or omissions of the Renter or any participant. The University shall not be liable for loss or theft of personal property of Renter or its participants that occurs at the University.

Release of Liability: Renter agrees to hereby forever release and waive their right to bring suit against the University and its owners, directors, managers, officials, trustees, agents, employees, or other representatives in connection with personal injuries, death, disease, or property losses, or any other loss, including but not limited to claims of negligence and give up any claim Renter may have to seek damages, whether known or unknown, foreseen or unforeseen.

Special Arrangements: Special arrangements for room set-up, audio-visual equipment, catering and other physical arrangements shall be confirmed by the Renter at least twenty-one (21) days prior to the Event. Likewise, special arrangements required due to the health or other needs of participants, such as special diets or accessibility for the handicapped, shall be confirmed at least twenty-one (21) days prior to the Event. These special arrangements may include additional fees as outlined in Exhibit A.

Cancellation by Renter: If the Renter cancels its reservation for the Facilities and/or Services seven (7) days or more prior to the Event will result in a full refund of the reservation deposit. Cancellations occurring between seven (7) days and 48 hours prior to the event will result in a 50% refund of the full charges. Cancellation less than 48 hours prior to the Event will result in the forfeiture of all charges.

Termination: The University may terminate the right of Renter to use the Facilities under the terms of this Agreement if, in the exercise of its sole discretion, the University determines that it is not feasible or desirable to provide the Facilities for the Event. The University shall exercise this right of termination by providing the Renter with written notice at least thirty (30) days prior to the Event. The University will promptly refund any deposit made by the Renter in the event this right of termination is exercised.

Medical Treatment of Minors: The Renter must obtain and keep on file for all participants who are minors forms consenting to emergency medical treatment properly executed by a parent or guardian. Each such form must contain the name, address, emergency phone number and medical insurance information for each participant who is a minor. All participants acknowledge that the University does not provide health or accident insurance. All participants further attest that all medical conditions, allergies and information have been fully disclosed to the appropriate event representatives.

Supervision: The Renter shall provide a list of counselors and their contact information for supervision of minors who are participants. The University shall determine, in the exercise of its sole discretion, the number of counselors required for the Event based on the nature of the Event and the number and age of minor participants. This list must be forwarded to the conference coordinator **seven (7) days** in advance of the group's arrival on campus. In addition, the Renter must have, and identify for the University, an official liaison for the event and this liaison must be present at all times during the Event. This person will be the liaison between the University and the Renter. Additional supervision will be required if using the Residence Hall facilities.

Food Services: Aramark Food Service, an independent contractor, is the exclusive provider of food and catering services required by the Renter and has the right of first refusal to provide catering services. The Renter is not permitted to bring or serve any food or beverage items without the explicit approval of Thomas More University. The cost for catering services is outlined in Exhibit A.

Serving of Alcohol: The Renter agrees not to serve or have in their possession any alcoholic beverages while on the Thomas More University Campus. Alcohol is only permitted to be served through Aramark Food Service, details of which will be included in Exhibit A, if applicable.

Use of Thomas More University's Name or Likeness: Thomas More University requires the right to review and approve ANY utilization of the name or visual representation of the University prior to use. This includes any and all print and/or electronic production or publication and use and placement of signage on the University's property. Violation of this clause shall be grounds for termination of the contract.

Signage on Campus: Any signage placed on Thomas More property must have approval in advance. Crestview Hills City Ordinance prohibits temporary signage. Thomas More University will remove, without notice, any unapproved signage.



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THOMAS MORE UNIVERSITY
SIGNATURE PAGE

By: _____ **Date:** _____

Alan Yanke

RENTER

Beechwood High School

Ph: _____

Alan.Yanke@beechwood.kyschools.us

By: _____ **Date:** _____

Kelly French

Vice President and Chief of Staff

Thomas More University

Ph: 859-344-3619

frenchk@thomasmore.edu

Rental Agreement
Exhibit A

Organization: Beechwood High School		Contact: Alan Yanke	
Address:			Suite:
City / State / Zip:			
Phone Number:	Email: Yanke, Alan - 026 HS Principal <Alan.Yanke@beechwood.kyschools.us>		
Event Manager (who will be present during the event)	Name: Alan Yanke	Phone Number: 502-377-5944	
Name of facility at which event(s) to be held ("Facility"):		Description of event(s):	
Connor Convocation Center		High School Graduation	
Time(s) & Date(s) of Event(s):			
Graduation on Saturday, May 23, 7:30pm			
Estimated number of persons attending the Event(s):			
Setup and Services:			
Graduation setup and cleanup, public safety			

Facility Rental Fee	\$500
Services Fee	\$300
Catering Fee	n/a
Total Charges	\$800
Final Invoice Due Date: May 30, 2025	\$800

***Final determination of event will be made by Friday, May 22 at 5pm.**

*Please make checks payable to Thomas More University
Send all checks to:
Thomas More University c/o Kelly French
333 Thomas More Parkway
Crestview Hills, KY 41017*

