



**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: 8/20/26

DATE(S) OF ACTIVITY: Sept 18-20, 25-27, Oct 2-4

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: Cincinnati Magazine

PERSON(S) WHO WILL BE PRESENT & SUPERVISING THE ACTIVITY: Tasha Stapleton & Tony Frank

NAME OF EVENT: Northern Kentucky Luxe Living Home Tour

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: Parking lot

TIME OF ACTIVITY/EVENT: FROM 3:30/12:00 ☐ AM or ☒ PM TO 6:00 ☐ AM or ☒ PM.

START TIME FOR SET UP: 3:30 (Fri) / 12:00 (Sat/Sun) END TIME FOR CLEAN UP: 6:00

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

DOORS OPEN FROM:

N/A

- N/A

☐ Elem Main Entry #2

☐ HS Entry #10

☐ Aux Gym Lobby #14

☐ Other, be specific No access to school

APPROXIMATE NUMBER OF PERSONS WHO WILL BE ATTENDING THE ACTIVITY: 8 cars at a time

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

Beginning Frid 3:30 pm, Sat/Sun Noon and continuing through 6:00 PM

THE REQUESTED LOCATION(S) WILL BE USED FOR THE FOLLOWING ACTIVITY: Community event where NKY residents will visit homes, restaurants, and local businesses. They may park at Beechwood while touring.

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.

Tasha Stapleton

SIGNATURE OF PERSON MAKING REQUEST ON BEHALF OF THE ORGANIZATION

Tstapleton@cincinnatiamagazine.com

EMAIL

13375 Poole Road, Verona, KY 41042

ADDRESS

859-609-3399

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

05.31 AP.21

UPDATED January 2025