

**FREMONT CITY SCHOOLS**  
500 West State Street – Suite A – Telephone (419-332-6454)  
FREMONT, OHIO 43420-1156

**FREMONT CITY BOARD OF EDUCATION**  
**REQUEST FOR USE OF SCHOOL FACILITY**

\_\_\_\_\_ Name of person requesting permit and personally responsible for the conduct of all persons present, and for any damage which may result to school property.

Address \_\_\_\_\_ PHONE NUMBER WHERE YOU CAN BE REACHED DURING EVENT \_\_\_\_\_

Name of Organization \_\_\_\_\_ Number of persons attending \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Facility Requested \_\_\_\_\_ Area/Room(s) \_\_\_\_\_

Date requested (if more than one date requested – be specific as to actual time in and out of building for each date(s):

DATE \_\_\_\_\_ Hour to Begin (include set-up) \_\_\_\_\_ Hour to close (include clean-up) \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

Additional services required (fee charged for set-up and cleaning, etc. if requested)  
\_\_\_\_\_

Equipment required (permission for use of school equipment must be in writing from the principal of the building involved):  
\_\_\_\_\_

Special Instructions:  
\_\_\_\_\_

**\*Please note that if there is a fire alarm all students and guests must properly evacuate the premises by using the nearest appropriate exits. Please make note of the nearest exit doors upon entering the area you are utilizing. Please be prepared to follow the instructions of the administrator in charge in case of any type of emergency.**

Prior to the Permit for Use of School Facilities, you must provide a copy of certificate of liability insurance of sufficient type (s) and amount (s) as required by the School District Treasurer. This must be on file with the Director of Facilities and Operations and must list the Fremont City School District Board of Education as an additional insured. If school is cancelled due to inclement weather, no practice/contests will be held.

Principal/Athletic Dir. Approval: \_\_\_\_\_

Date: \_\_\_\_\_