TOM ANWAY
DIRECTOR OF FACILITIES & OPERATIONS

RENTAL PROCEDURES

All individuals, groups or organizations wishing to use a building/facility of the Fremont City Schools need to obtain a ***REQUEST FOR USE*** form from any of the school offices, athletic department or the District Office.

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Fill out the Request for Use form and turn it into the building you wish to use for the Principal (building use)-Athletic Director's (any athletic area) signature.

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Request for Use form is then sent to the Director of Facilities /Operations office for approval.

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Once the Request for Use is approved, a certificate of insurance showing no less than $500,000 individual use or $1,000,000 group/organization use limit of liability is required. Use the Acord Certificate of Liability Insurance Form provided.

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A ***PERMIT FOR USE OF SCHOOL FACILITIES*** will be created and any custodial overtime or charges agreed upon by both parties will be added.
Director of Facilities /Operations must approve and sign.

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The individual or representative of the group/organization must then sign the Permit for Use.

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THE PERMIT FOR USE IS GRANTED

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