

## 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 Administration Office.

Then 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 field) signature.

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

Once the Request for Use is approved, a certificate of insurance showing no less than \$500,000 single limit of liability is required.

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.

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

THE PERMIT FOR USE IS GRANTED