

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: _____