

___ Int. Calendar
 ___ Custodian
 ___ Payroll
 ___ Cafeteria
 ___ Maint.
 ___ A.D.



Fairfield Local School District
 11611 St. Rt. 771
 Leesburg, Ohio 45135
 (937) 780-2221
 Fax: (937) 780-6900

PERMIT TO USE SCHOOL PREMISES

Board Policy: KG-E
 Rev 9/16

Organization: _____ Representative: _____

Address: _____ Phone: _____

Purpose/Event to be Held: _____

ACTUAL Date/Time of Event: Date: _____ Start Time: _____ End Time: _____

Area(s) of School to be used:

<input type="checkbox"/>	Auditeria	<input type="checkbox"/>	Stage
<input type="checkbox"/>	Grandle Gymnasium	<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Middle School Gymnasium	<input type="checkbox"/>	Behind Stage
<input type="checkbox"/>	Other _____		

Date(s)/Times Needed: Date(s): _____ Time(s): _____
 *include set-up/clean-up Date(s): _____ Time(s): _____

School Equipment Requested:

<input type="checkbox"/>	Chairs	Qty.:	_____
<input type="checkbox"/>	Tables	Qty.:	_____
<input type="checkbox"/>	Sound/Video Equipt.	Explain:	_____
<input type="checkbox"/>	Kitchen Equipment	Explain:	_____
<input type="checkbox"/>	Other _____		

The undersigned agrees to pay for any and all damages done to school property which might be occasioned by the undersigned or its members, or anyone who might be a guest of the undersigned or its members while said premises are being used by the undersigned. Furthermore, the undersigned agrees to indemnify and HOLD HARMLESS the Fairfield Local Board of Education and their agents from all liability, claims, demands, damages, or costs for or arising out of the usage of, the facility outlined in this application whether it be caused by the negligence of the undersigned or the Fairfield Local Board of Education or either party's agents, employees, or otherwise.

A deposit equal to the minimal fee for the room(s) requested plus anticipated employee cost must be paid to the Fairfield Local Board of Educaion at least seven (7) days prior to the event, or the permit is void.

If this application is made of behalf of an organization, the undersigned represents that he/she is authorized to sign this agreement for and on behalf of said organization, and agrees to abide by Board Policy KG-R "Community Use of School Facilities".

It is also understood that this application will be revoked if a conflict with a school-sponsored activity develops. Furthermore, the Board of Education, through its representative listed below, reserves the right to terminate this permit or to require the submission of proof of liability insurance.

NOTE: The Ohio State Fire Marshall prohibits the use of any open flames in public facilities (no candles).

Fee Schedule Facility Rental: _____ Remittance Due: _____
 Employee Wages: _____ Employee Assigned: _____

Signature of Organization/Event Representative: _____ Date: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____