



Fairfield Local Schools

11611 St. Rt. 771

Leesburg, Ohio 45135

Phone: 937-780-2221 --Fax: 937-780-6900

Board Policy: KG-E

12/16/24

Permit to Use School Premises Form

Your Name: _____ Phone #: _____

Organization/Club: _____

Name of Event / Purpose of Use: _____

Date of Event: _____ Event Start Time: _____ SET-UP Start Time: _____

Event End Time: _____ CLEAN-UP End Time: _____

Do you want this event posted on the public calendar on the school's website? _____

What area(s) of the school are you requesting use of?

<input type="checkbox"/> Auditoria	<input type="checkbox"/> MS Gym	<input type="checkbox"/> Stage	<input type="checkbox"/> Baseball/Softball Complex
<input type="checkbox"/> HSGym	<input type="checkbox"/> ES Gym	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Track/Soccer Complex
<input type="checkbox"/> Other area(s) (list) _____			

What equipment are you requesting use of?

<input type="checkbox"/> Round Cafeteria Tables	Qty Needed: _____	Other Items (be specific): _____ _____
<input type="checkbox"/> Rectangle Cafeteria Tables	Qty Needed: _____	
<input type="checkbox"/> Cafeteria Chairs	Qty Needed: _____	

<input type="checkbox"/> Sound Equipment / Microphone	NOTE: You must have a school employee at your event that has been trained to use equipment requested.	Name of employee(s): _____ _____
<input type="checkbox"/> Video Equipment / Screen		
<input type="checkbox"/> Kitchen Equipment		

The person or group signing this agreement agrees to pay for any damage caused to the school property while they or their guests are using it. Additionally, the signer agrees to protect and not hold the Fairfield Local Board of Education or its employees responsible for any legal claims, damages, or costs that might come up from using the property. This includes situations where the damage or issues might be caused by the signer or the Board's staff.

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 being submitted for an organization, the person signing confirms they are authorized to do so and agrees to follow the Board's rules for community use of school facilities. The signer also understands that this application may be canceled if it conflicts with a school event. Additionally, the Board of Education, through its representative, has the right to cancel the permit or ask for proof of liability insurance.

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

Signature of Submitter: _____ Date: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____