

Administrative Office
PARMA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
5311 Longwood Avenue
Parma, Ohio 44134
Business Office : (440) 885-8752

OFFICE USE ONLY

PERMIT ISSUED

Permit # _____

Date _____

By _____

Date _____

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

Permission Requested by _____
(“Lessee” and Name of Organization)

School _____ Date(s) _____
(Facility Requested) Time(s) _____

If requesting multiple dates and times, please provide details:

Area(s) requested _____

(Activity shall be confined strictly to the specified area(s).)

Nature of activity: _____

No. of persons attending: _____ Will admission be charged? _____ Amount: _____

Will anything be sold? _____ Will refreshments be served? _____

Special Equipment Needed: (indicate with a √):

Request for Stage Services (indicate with a √):

DIS Present or Setup Only _____

of Participants _____

DVD Player # _____ Tables # _____

Laptop # _____ Chairs # _____

Podium # _____ Speakers # _____

Microphones # _____ Screen # _____

Power Point Presentation # _____

Other Considerations: _____

Spot Light

Foot Lights

Dressing Rooms

Risers

Special Service or Equipment: _____

Will Org. Furnish any Special Equipment? _____

Arriving When? _____

Will the kitchen be needed? _____ If yes, YOU MUST contact Nutrition Services at 440-843-1304.

Security services are arranged by the Parma Board of Education as needed or required by law. SECURITY SERVICES NEEDED? (Y/N)? _____

The Lessee hereby agrees to pay directly to the Parma Board of Education all charges billed to the Lessee for security services.

The Lessee understands that the Parma Board of Education is not responsible or liable for injuries or death of persons or damage to property arising out of the Lessee's use of school property. The Lessee further agrees that it shall be financially responsible for any and all damage to school property arising out of the Lessee's use of such property.

The Business Office reserves the right to deny a permit request and set the price for rental/access.

It is further understood and agreed by the Lessee that the Lessee shall hold the Parma Board of Education and its members, administrators, employees and agents harmless from, and shall indemnify each of the foregoing against, any and all claims, liabilities, costs and expenses whatsoever (including but not limited to reasonable attorneys' fees) arising out of the Lessee's use of school property.

Electronic Signature of Applicant _____ Office Held _____

Address _____ Phone Number _____
(Number and Street) (City) (Zip)

Email Address _____ Approved: _____
(Principal)

Central Office Remarks: _____