

Millstream Facilities Permit

Sent By:

Sent To: User - ddoolittle

Sent On: 9/10/2018 1:43pm CT

Not completed

* Choose One:

Millstream

* Choose One:

Rental

* Organization:

City Mission of Findlay

* Activity:

Fundraiser for the Mission

* Anticipated Attendance:

40

* Contact Person:

Cheryl Robinson

* Address:

441 Penbrooke Drive

* Phone:

(502) 767-7017

* Email:

robinson.cheryl12@gmail.com

* Facility Needed: (Check all that apply)

☒ Millstream Cafe

☒ Millstream Cafe Meeting Room

We need a kitchen and an area for guests. I'm not sure if both the Cafe and Cafe meeting room are required for this.

School day usage (check which periods):

Day(s) & Date(s) Reserved (Please include the year):

Saturday, November 17 from 3 p.m. to 7 p.m.

* Time doors need to be open:

02:30 pm

* Time activity is to begin:

03:00 pm

* Time doors are able to be locked:

07:00 pm

Special equipment needed: (Check all that apply)

☒ Sound

Please supply an explanation for each check above:

We will have an announcer for the event.

CONDITIONS

: In consideration of the issuance of this permit, the permittee agrees that it will defend, indemnify and hold harmless the Findlay City Schools from and against any and all claims for loss, damages or injury to persons or property arising out of the premises including, but not limited to , employees, invitees, members, guests, agents, contractors and subcontractors of the permittee and further agrees to enforce the no smoking rule of the Findlay City Schools. Notification of cancellations must be made at least one week prior to event.

Signature of responsible person:

X

Signed: Cheryl Robinson

Stamped: 9/10/2018 1:49:03 PM; 98.28.41.25;

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***Once you receive the approved form, make sure to bring a copy of the permit with you the day of your event.**

In case of an emergency, call (419) 348-3460 and/or 911.

* Who will check on special facilities?

jshank@fcs.org

Activity Secretary's Permit granted by:

X

Signed: **Wendy Pueschel**

Stamped: 9/17/2018 11:45:58 AM; 66.114.28.18;

Activity Principal's Permit granted by:

X

Signed: **Pam Hamlin**

Stamped: 9/17/2018 11:56:46 AM; 66.114.28.14; User - phamlin - phamlin@fcs.org;

Special Facility (Athletic, Food Service, or Auditorium) Permission Granted?

Maintenance Supervisor's Permit granted by:

Custodial Permit granted by:

Reason for denial or other message:

We can have sound in the cafe but not the kitchen. A fee will be charged for rental since our custodian is not usually on staff.