



Fairfield-Suisun Unified School District

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"Fairfield-Suisun Unified School District is a premier learning community that empowers each student to thrive in an ever-changing world."

Governing Board

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September 25, 2017

Dear Community Members and Fairfield-Suisun Unified School District Facility Renters,

We are pleased to announce a new online facility request and rental system designed to provide you with an improved user experience. With Facilitron, reservation requests can be submitted easily and will be handled more efficiently. Renters will be able to access photos and descriptions of FSUSD facilities, see real-time availability, get estimated quotes, upload documentation, and pay fees online.

As part of this move to a more efficient rental process, we are also conducting an in-depth cost analysis of the direct costs for maintaining school facilities as a result of facility use by the FSUSD community. The Civic Center Act (Ed Code Section 38130) states that a Governing Board of a school district may charge nonprofit organizations whose activities are beneficial to youth or public school activities an amount not to exceed its direct costs for use of its school facilities or grounds. FSUSD intends to charge nonprofit organizations a rate that is half of these direct costs and increase incrementally over the upcoming years, until 100% direct costs are approved. As a result, some fees may increase and some may decrease.

In accordance with the Civic Center Act, we have developed the attached proposed fee schedule. For more information about the potential new rates or our new rental system, we encourage you to attend the Governing Board meeting on September 28, 2017 or October 12, 2017 at 2490 Hilborn Road, Fairfield, CA 94534 at 6:00 p.m., or contact the Facilities and Operations Department at the number indicated below. The proposed fee schedule will be presented to the Governing Board for potential approval on October 26, 2017. Additional information is also posted on our website at <https://www.fsusd.org/Page/5837>.

Implementation of the new rental system is scheduled to begin January 8, 2018, pending Board approval. All requests entered after that date will be subject to the new rates. Facilitron will assist with the set-up of organizational accounts and the verification of non-profit status (if applicable). All payments will be processed through Facilitron. Payment options include PayPal, major credit cards, ACH/eCheck and traditional check. Proof of insurance (COI) can be conveniently uploaded into the platform, and/or it can be obtained directly through Facilitron.

If you have any questions or comments, please do not hesitate to contact the Facilities & Operations Department at (707) 399-5148.

Kindest Regards,

Mark Covington
Executive Director, Facilities & Operations