

Joint Use Agreement Facilities Usage Application
Fairfield-Suisun Unified School District / City Of Suisun City

Requests for usage should be submitted 30 days prior to the quarterly meeting dates specified in the Joint Use and Development Agreement.

Date Submitted: _____

Requested by: (check one)

- Fairfield-Suisun Unified School District
 City of Suisun City

Facility Requested: _____

Date(s) Requested: _____ Time Beginning: _____ Time Ending: _____

NOTE: For multiple day usage, use attached schedule and specify dates. Dates checked are NOT available due to school / city usage.

Event: _____

Projected Attendance: _____

Requesting Organization/Program: _____

Name of Contact Person: _____ Telephone: _____

Signature: _____

Equipment and Set-Up Request: _____

Person on Site Responsible for Program: _____ Telephone: _____

For Office Use Only

Request Number: _____

Route to the following for information:

Fairfield-Suisun Unified School District

- School Master Scheduler
 Athletic Director
 Custodian/Facilities
 Principal
 Maintenance Staff (Assistant Director of M & O)
 District Office Approval by:

City of Suisun City

- City Facilities Staff
 City Division Manager
 City Master Scheduler Approval by:

FEE INFORMATION: As established by the Joint Usage Agreement, the following is an estimate of fees for use of the _____ will be _____. Established fees listed in the Joint Use Agreement. The requesting organization will be billed at the end of the scheduled usage by City staff for City facilities and by the Fairfield-Suisun Unified School District Office for School facilities.

School District / City of Suisun City Staff Site Approval:

Name: _____ Title: _____ Date: _____

Comments: _____
