

FAIRFIELD CITY SCHOOL DISTRICT
Building/Facility Use Form
(Completed Form Must Be Typed)

School Requested _____ Specific Area Requested _____

Type of Organization: _____ Group 1 _____ Group 2 _____ Group 3

Dates* & Times Requested:

Table with columns: Mo/Dy/Yr, Day of Week, From, To. Multiple rows for scheduling.

* Use a second form if more than six dates are requested.

Purpose of use _____

Number of people expected (including spectators) _____

Adults Youth

Sponsoring Organization _____ Name of Applicant _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ Cell Phone _____

\$ _____ Estimated usage charges with a two (2) hour minimum.

\$ _____ Estimated personnel fees with a two (2) hour minimum for following personnel:
Circle those that apply: custodial security site manager

\$ _____ Estimated Total

\$ _____ Total Deposit Due (Including usage and fifty percent (50%) of the estimated personnel charges)
with application in the form of money order or certified check made out to Fairfield City School
District

_____ Yes _____ No Police service required _____ Yes _____ No Equipment request form attached

I hereby obligate myself, as the representative of the above named organization, to all conditions set forth in Board Policy
KG and Board Regulations KG-R. This form is only an estimate. This is not the final bill.

Signature _____ Printed Name _____ Date _____

Building Principal/Designee _____ Date _____

Superintendent/Designee _____ Date _____

District Office Use Only:

_____ Deposit Attached _____ Certificate of Insurance Attached

Distribution: Group 1 Uses - Building Principal, Head Custodian, Sponsor. Group 2 & 3 Uses - Building Principal, Head Custodian,
Treasurer, User, Business Office (Sponsor must present this form prior to the start of each use and must be in attendance the entire time of
each use.)