



**LAUSD**  
**UNIFIED**



# Permitting and Licensing of District Facilities

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Presented to the Committee of the Whole  
March 19, 2024

Utilizing Assets to Better Support Students, Employees, Families  
and the Neighborhoods We Serve

# PURPOSE OF TODAY'S PRESENTATION

- Provide an Overview of the Process, Policies and Procedures Regarding the Use of District Facilities by Third Parties
- How to Apply
- Important Things to Remember
- Provide Resources for Additional Information
- Answer Questions

# REAL ESTATE AND BUSINESS DEVELOPMENT DEPT.

The Real Estate and Business Development Department is Responsible for Negotiating, Preparing, Processing, Executing and Managing Agreements for Third-Party Use of District Facilities and District Use of Non-District Sites, Including but not Limited to:

- Civic Center Permits
- License and Lease Agreements
- Film Permits
- Purchase and Sale Agreements
- Joint Use and Joint Powers Agreements
- Charter School Facility Use Agreements
- Public Private Partnerships and Relationship Agreements
- Beautification and Murals
- Access and Development Agreements
- Construction Easements

# PROCUREMENT HANDLES OTHER AGREEMENTS

Procurement Services Dept. Responsible for Contracting of Venues or Vendors for Special School / District Events, Such as:

- Graduations
- Proms
- Bus Transportation
- Locations for Professional Development

# THE USE OF DISTRICT FACILITIES

The Use of District Facilities is Governed by:

- Federal, State and Local Laws
- CA Education Code
- Board of Education (Board) Rules and District Bulletins and Policies

Requires:

- A Written Agreement (Except for School Sponsored Events)
- Current and Appropriate Levels of Insurance for the Planned Use
- Fees for Use to be Paid in Advance
- Agreements are Executed by District Staff Pursuant to Authority Delegated or Authorized by the Board
- Licenses for More Than 30 Days in a Fiscal Year are Subject to Public Bidding
- In Some Cases, Agreements Will Require Approval by the Board of Education

# MOST COMMON TYPES OF AGREEMENTS

	CIVIC CENTER	LICENSE AGREEMENT	FILMING
APPLICATIONS (PER YEAR)	Approx. 3,000	Approx. 1,300	Approx. 600
LENGTH OF USE	One Permit Period (Maximum of 6 months)	Short Term: Up to 30 days of use in a fiscal year  Long Term: 30+ days of use in a fiscal year	Varies: Non-Instructional Hours
HOURS OF USE	Mon - Fri 6pm to 10pm Sat - Sun 8am to 10pm	Varies by request Exceptions based on facility and capacity	Varies
APPLICATION TURN AROUND TIME	Up to 45 Business Days	Up to 45 Business Days	4 Business days
FACILITY COST <i>Additional Cost May Apply</i>	\$38 per hour	Market, Direct or Reduced Direct (Varies by Request)	Film LA Rate Sheet

# CIVIC CENTER VERSUS LICENSE AGREEMENTS

CIVIC CENTER	SHORT TERM LICENSE	LONG TERM LICENSE
<p>Recreational Youth Sports Leagues and Events, Public Meetings, Boys/Girls Scouts, Neighborhood Councils</p>	<p>Beautification, Fundraising, PTA/PTO Booster Events, Access, Parking, Filming Permits, Summer/Winter Camps</p>	<p>Childcare, Enrichment, Joint Use, Wellness, Charter Schools, Religious Services, Open Air Markets</p>
		

# CIVIC CENTER ACT

The Governing Board of a School District Shall Authorize the Use of School Facilities or Grounds Under Its Control by:

- A Nonprofit Organization, or
- A Club or an Association Organized to Promote Youth and School Activities:
  - Girl Scouts; Boy Scouts; Camp Fire USA; or YMCA
  - A PTA / PTO
  - A School-Community Advisory Council (i.e., Neighborhood Councils)
- A Recreational Youth Sports League That Charges Participants no More Than a Nominal Fee: Average of no More Than \$60 per Month



# CIVIC CENTER PERMITS

- Civic Center Rate is Currently \$38/hr. plus \$5/day for Custodial Supplies
- School Facilities – Limited to Only Non-Classroom Space
- School Grounds Include, but are not Limited to – Playing Fields, Athletic Fields, Track and Field Venues, Tennis Courts, and Outdoor Basketball Courts
- Requires a License Agreement With Fees at Fair Market Value if an Admission Fee is Charged or Contributions are Solicited and Net Receipts are not Expended for the Welfare of the Pupils of the School District or for Charitable Purposes

# SCHOOL SPONSORED EVENTS

- A *“School/District-Sponsored Special Event”* Must Have ALL of the Following:
  - Authorized District Employees, District Officials, or the Associated Student Body (ASB):
    - Initiate the Event,
    - Plan the Event,
    - Directly Control and Supervise the Event, and
    - Are Responsible for all Expenses and Liability Associated with the Event
  - The Host school, or ASB Receives all Proceeds, if any, Generated by the Event
- Activity Must Meet the Requirements of Risk Management and Finance
- There is no Fee, and no Permit or License Agreement Will be Issued
- If 3<sup>rd</sup> Party Vendors on Site, Must Provide the Certificates of Insurance and any Additional Supporting Documentation for all Vendors.
- Fundraising Events Require Application to the Fundraising Portal

# PTA / PTO / BOOSTER EVENTS

- If no Fundraising:
  - Apply for a Request for Facilities Use Application at the Portal:  
[Asset Management \(laschools.org\)](https://laschools.org/AssetManagement)
- If Fundraising:
  - Apply for a Request for Facilities Use Application at the Portal, and
  - Make Application at the District's Fundraising Portal:  
[LAUSD School Fundraising Program](#)
- PTA / PTO / Boosters Receive License Agreement for Their Use
- Charged no Direct Fee as District Currently Covers the Facility Use Cost

# SHORT AND LONG TERM LICENSE AGREEMENTS

- Short Term Limited to 30 Days of Use in a Fiscal Year
- Long Term Agreements Require a Notice of Intent (NOI)
- 62% of the Net Income to the Host School / 38% to the District

# FILM PERMITS

- Film Permits are processed and issued through FilmLA
- FilmLA Website: <https://my.filmLA.com>
- 75% of the Net Income to the Host School / 25% to District
- Schools Cannot Request / Require a Film Company to Donate in Order to Secure School Site Approval

# REAL ESTATE RECEIPTS BY TYPE

## Real Estate Receipts by Type

Type	Work Stream	2019	2020	2021	2022	2023	2024*
Licensing	*Charter	16,743,294	13,212,883	11,407,527	13,637,116	14,667,450	14,833,177
	Long Term	10,355,496	9,747,007	4,993,187	6,757,696	9,552,204	9,428,571
	Short Term	2,784,805	948,230	682,582	1,190,708	2,514,997	2,678,920
	Wellness Center	291,922	269,521	217,542	199,840	419,281	211,181
Licensing Total		\$ 30,175,517	\$ 24,177,641	\$ 17,300,838	\$ 21,785,360	\$ 27,153,932	\$ 27,151,849
Civic Center	Permits	3,244,617	2,605,228	(217,885)	2,305,330	1,451,814	1,527,781
Civic Center Total		\$ 3,244,617	\$ 2,605,228	\$ (217,885)	\$ 2,305,330	\$ 1,451,814	\$ 1,527,781
Grand Total Receipts		\$ 33,420,134	\$ 26,782,869	\$ 17,082,952	\$ 24,090,690	\$ 28,605,746	\$ 28,679,630

## 5-Year Net Rent Revenue Generated for Schools and General Fund

Type	Work Stream	2019	2020	2021	2022	2023	2024*
Revenue to Schools	Film 75%	2,470,788	2,304,447	2,964,730	2,112,555	1,513,704	870,748
	Licensing 62%	4,076,791	3,035,786	367,414	1,375,217	3,466,212	3,890,815
Schools Sub-Total		\$ 6,547,578	\$ 5,340,233	\$ 3,332,144	\$ 3,487,772	\$ 4,979,916	\$ 4,761,563
Revenue to GF	Film 25%	542,368	512,288	567,624	583,387	290,743	211,407
	Licensing 38%	2,970,183	1,993,717	238,880	975,723	2,411,801	2,981,601
General Fund Sub-Total		3,512,551	2,506,005	806,504	1,559,110	2,702,544	3,193,008
Grand Total Revenue		\$ 10,060,130	\$ 7,846,238	\$ 4,138,648	\$ 5,046,882	\$ 7,682,460	\$ 7,954,571

## \*Charter Breakdown

	Work Stream	2019	2020	2021	2022	2023	2024*
Charter Receipts	After-Hours	174,476	(118,355)	122,004	132,095	307,149	913,588
	Bond Repayment	186,500	373,000	186,500	186,500	186,500	186,500
	Over-Allocation	14,031	936,373	495,677	1,261,501	2,506,884	2,285,126
	Pro-Rata	15,965,621	11,585,340	10,129,100	10,517,486	10,537,839	10,505,133
	Rent/ Non-prop 39	387,683	426,150	456,401	1,657,772	1,079,283	788,811
	Summer Occupancy	14,982	10,375	17,844	68,261	49,795	154,018
Charter Total Receipts		\$ 16,743,294	\$ 13,212,883	\$ 11,407,527	\$ 13,823,616	\$ 14,667,450	\$ 14,833,177

\*2024 Based on annualized estimates using July-Dec 2023 actuals

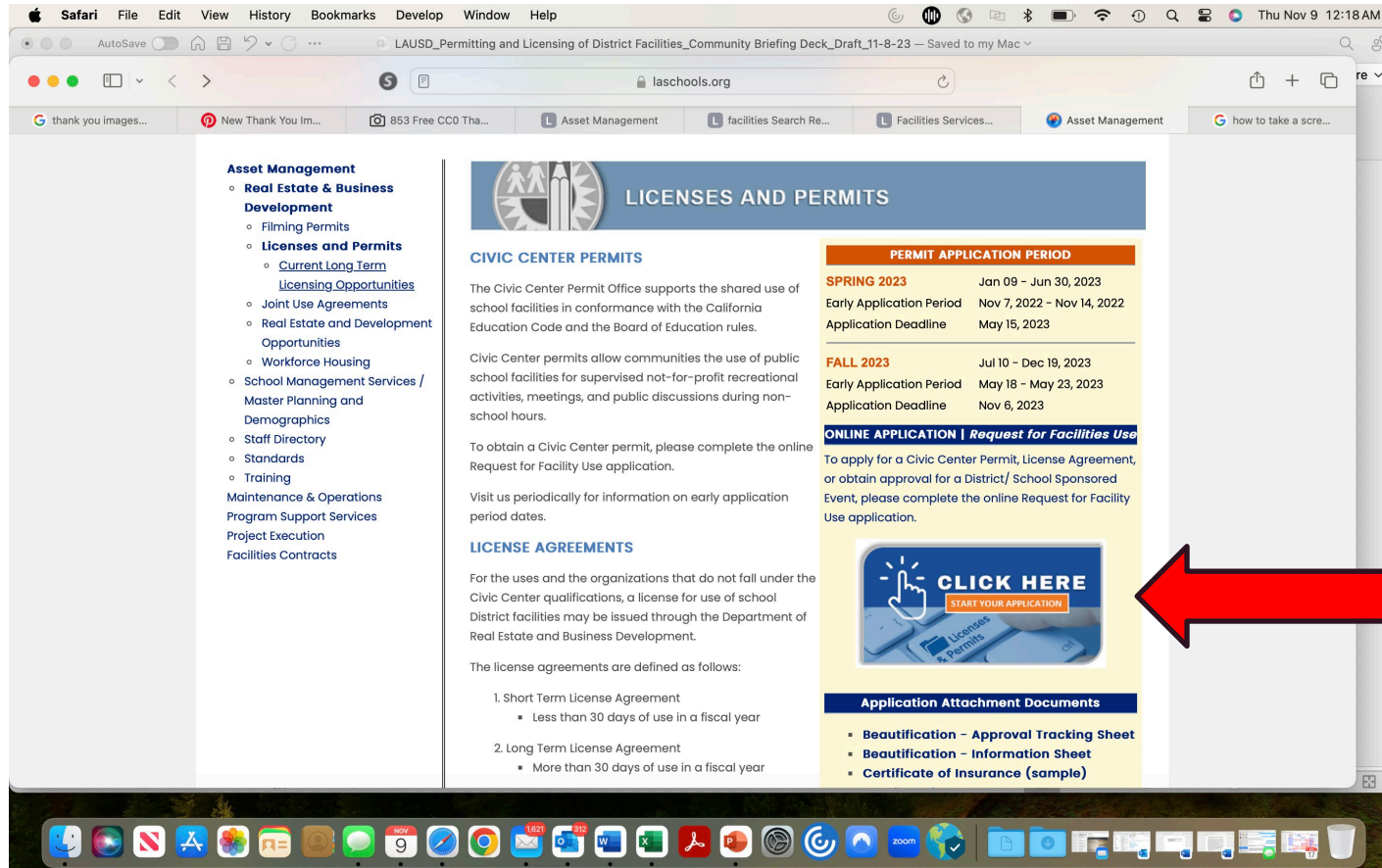
Rev 3/12/24

# FACILITIES USE APPLICATION PROCESS

**Go to the Facilities Licenses and Permits Page:**

**[Asset Management](https://laschools.org)  
**[\(laschools.org\)](https://laschools.org)****

**CLICK HERE TO  
BEGIN THE  
APPLICATION  
PROCESS**



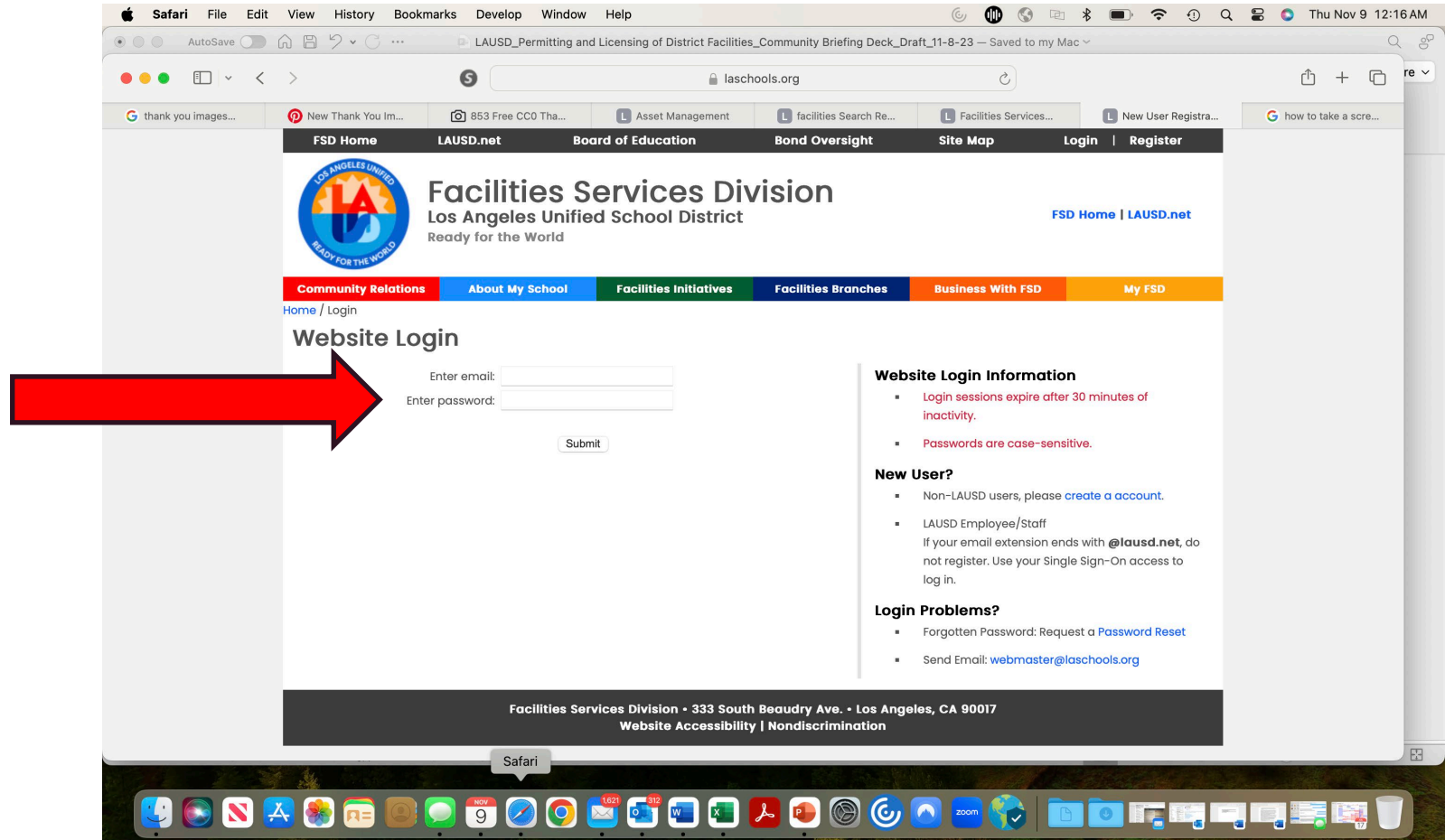
# FACILITIES USE APPLICATION PROCESS

Create a User Name  
and Password

Complete the  
Application

Attach COI's

Submit Application



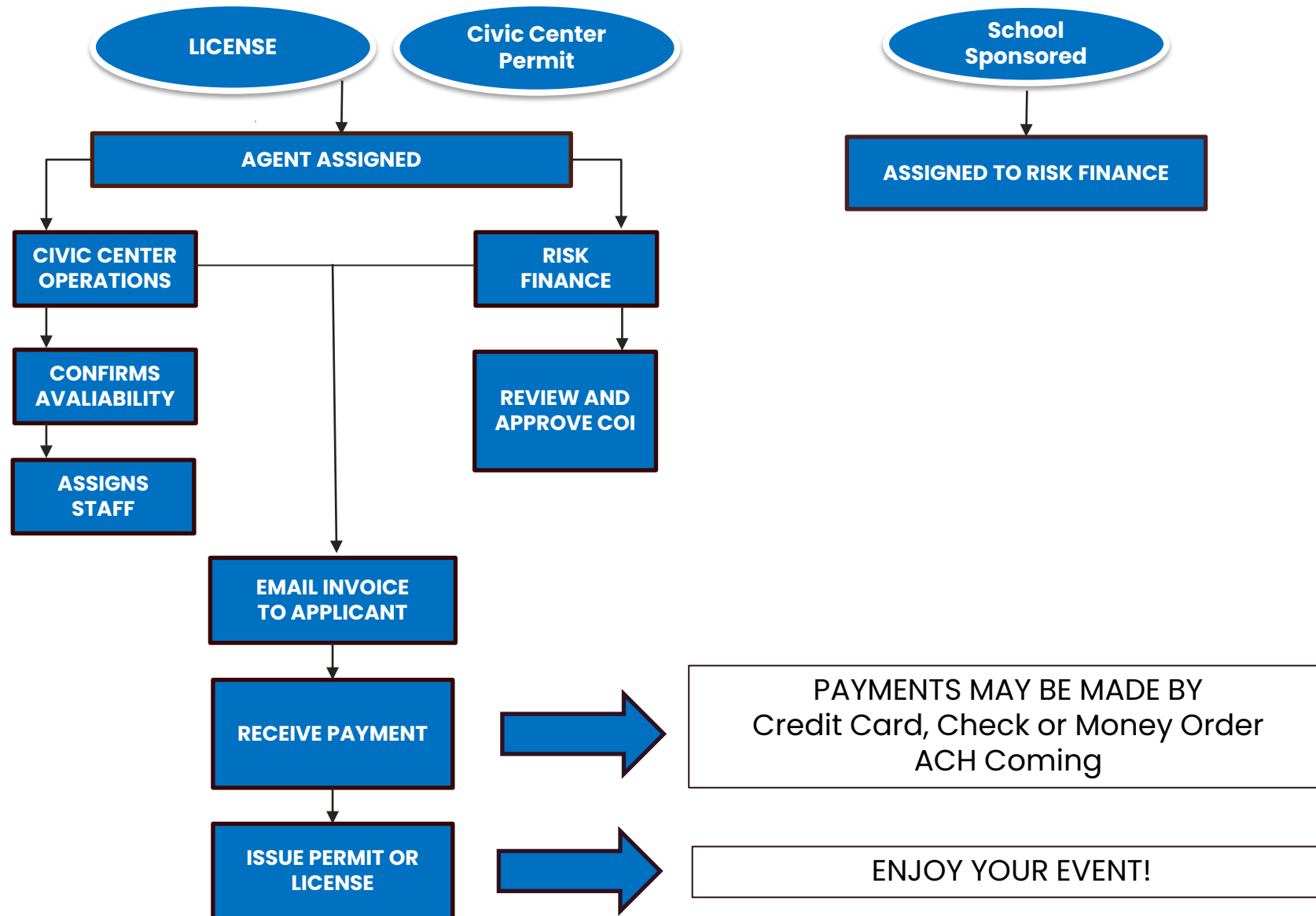
The screenshot shows the LAUSD Facilities Services Division website. The header includes navigation links: FSD Home, LAUSD.net, Board of Education, Bond Oversight, Site Map, Login, and Register. The main content area features the LAUSD logo and the text 'Facilities Services Division, Los Angeles Unified School District, Ready for the World'. Below this is a navigation bar with links: Community Relations, About My School, Facilities Initiatives, Facilities Branches, Business With FSD, and My FSD. The 'Website Login' section contains a form with fields for 'Enter email:' and 'Enter password:', and a 'Submit' button. To the right of the form is a 'Website Login Information' section with the following details:

- Website Login Information**
  - Login sessions expire after 30 minutes of inactivity.
  - Passwords are case-sensitive.
- New User?**
  - Non-LAUSD users, please [create a account](#).
  - LAUSD Employee/Staff
    - If your email extension ends with [@lausd.net](#), do not register. Use your Single Sign-On access to log in.
- Login Problems?**
  - Forgotten Password: Request a [Password Reset](#)
  - Send Email: [webmaster@lausd.org](mailto:webmaster@lausd.org)

The footer of the page states: 'Facilities Services Division • 333 South Beaudry Ave. • Los Angeles, CA 90017' and 'Website Accessibility | Nondiscrimination'.



# FACILITIES USE APPLICATION PROCESS



# OPPORTUNITIES

- Ability to pay for Permits and Licenses via Automated Clearing House (ACH)
- Improved Communication and Awareness of District Policies Associated with Facility Use
  - Will Help Address the Use of Facilities Without an Agreement or Certificate of Insurance (COI)
- Updating the Fee Structure for Civic Center and Market Rate Agreements
- Review Board Rules and District Bulletins and Policies and Update Where Necessary

# **RISK MANAGEMENT DIVISION**

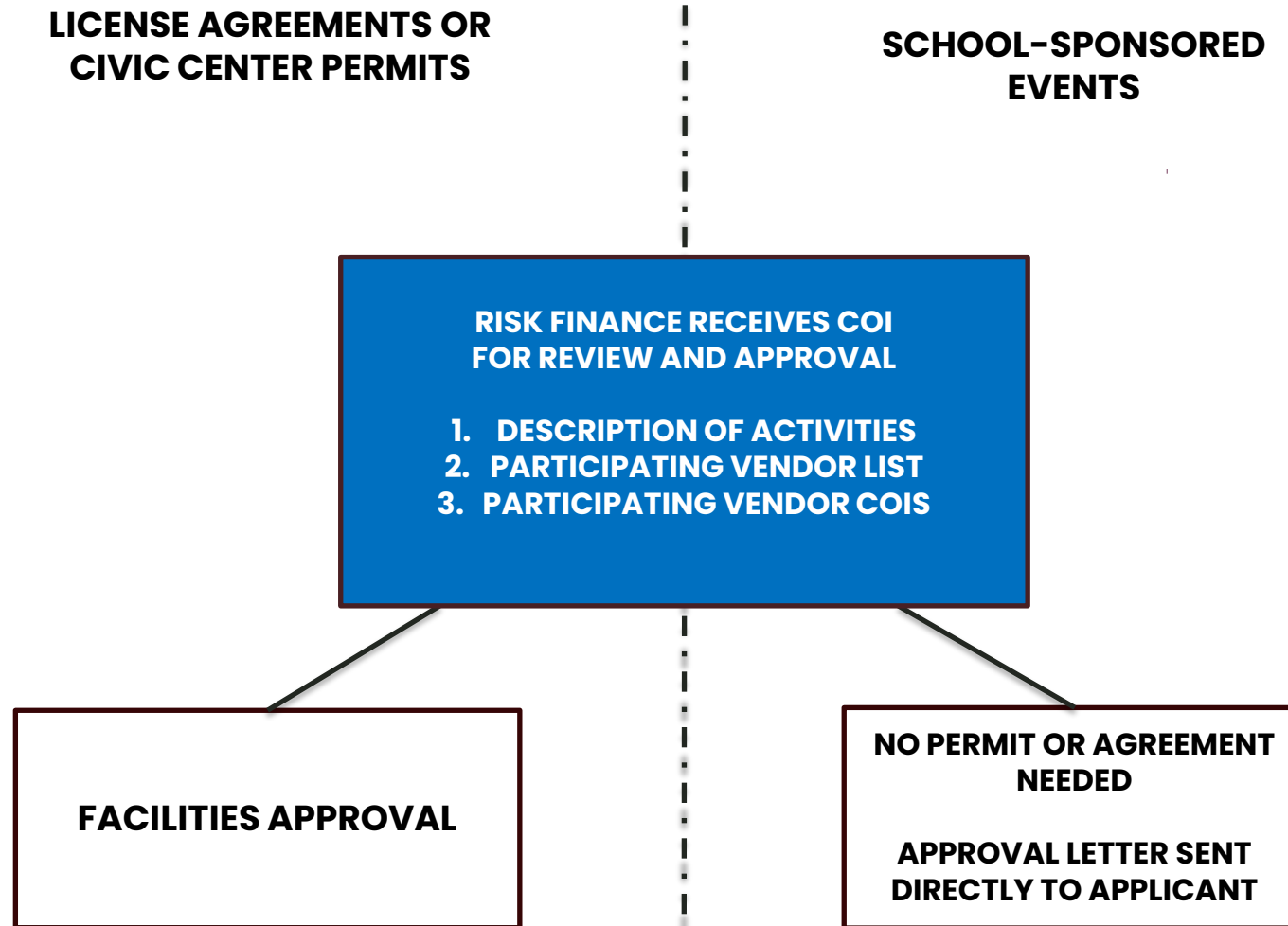
## **RISK FINANCE AND INSURANCE BRANCH**

The Risk Management Division oversees the District's insurance programs, including self-insurance.

The Risk Finance and Insurance Branch (Risk Finance) reviews the insurance coverage for the following Facilities Use agreements:

- Civic Center Permits
- License Agreements
- Access Agreements
- Film Permits
- Charter School Agreements

# CERTIFICATES OF INSURANCE (COI) REVIEW FLOW CHART



# INSURANCE REQUIREMENTS

- The required insurance coverages and limits vary by type of use and activity.
  - Commercial General Liability
  - Commercial Auto Policy
  - Workers' Compensation
- A comprehensive list of insurance requirements can be found at <https://specialevents.lausd.net>.
- The certificate holder and additional insured endorsement must be listed exactly as follows:

**LOS ANGELES UNIFIED SCHOOL DISTRICT & THE BOARD OF EDUCATION  
OF THE CITY OF LOS ANGELES  
333 S. Beaudry Ave., 28<sup>th</sup> Floor, Los Angeles, CA 90017**

# REQUIREMENTS OF THE COI FORM

**Los Angeles Unified School District  
Civic Center Sample Certificate of Insurance**

<b>ACORD 25</b>		<b>STATE OF CALIFORNIA</b>		<b>LIABILITY INSURANCE</b>		DATE: 09/1/21		
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURERS, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION is WAIVED, subject to the other conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements(s).</p>								
PROVIDER Mr. Broker  1 Main St Anytown, Any City, 00001		CONTACT NAME: Mr. Broker PHONE: 8005551212 FAX: E-MAIL: mtbroker@anybroker.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: best insurance company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		TAC No: NAIC #:				
INSURED My BBal Team 2 Main St Anytown, My City, 00002								
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>			<b>REVISION NUMBER:</b>			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY Pertain, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>								
LINE	TYPE OF INSURANCE	INSURER	INSURED	POLICY NUMBER	AMENDMENT(S)	EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIM-MADE <input checked="" type="checkbox"/> OCCUR	X	aaa12345		10/1/21	10/1/22	EACH OCCURRENCE EXCESS TO NEXTIVE PREMISES - BA SUPPLEMENT MED EXP (any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ 5,000.00 \$ 50.00 \$ 5,000 1,000.00 5,000.00 1,000.00
	GEN. AGGREGATE LIMIT APPLIED PER <input type="checkbox"/> PER <input type="checkbox"/> LOC <input type="checkbox"/> LOC							
	AUTOMOBILE LIABILITY <input type="checkbox"/> AUTO AUTO <input checked="" type="checkbox"/> ALLOWED AUTOS <input type="checkbox"/> SCHEDULED <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> UNLICENSED AUTOS							
	UMBRELLA LIA EXCESS LIA <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIM-MADE							
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/RECREATIVE OCCUPATIONAL MEDICAL (Mandatory in ME) If no, specify under DESCRIPTION OF OPERATIONS below	N/A	ccc01011		1/1/21	1/1/22	WORKERS SINGLE LIMIT SGLY INJURY (per person) POLICY INJURY (per accident) PROPERTY DAMAGE (per accident)	1,000.00 1,000.00 1,000.00
	EACH OCCURRENCE AGGREGATE							
	NO STATUTE OTHER LIMITS							
	E.L. EACH ACCIDENT E.L. DISEASE - BA EMPLOYEES E.L. DISEASE - POLICY LIMIT						1,000.00 1,000.00 1,000.00	
A	Abuse & Molestation		aaa12345		10/1/21	10/1/22	\$1,000,000 (occ/agg)	
(DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (attach ACORD 101, Additional Remarks Schedule, if more space is required))								
<p><b>Los Angeles Unified School District and the Board of Education of the City of Los Angeles are included as additional insured with respects to General Liability and Auto Liability.</b></p>								
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>				
Los Angeles Unified School District and the Board of Education of the City of Los Angeles 333 S Broadway Ave, 28th Floor Los Angeles, CA 90017				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE signature _____				

## Ensure Required Coverages are Provided

**Certificate Holder Must Say:**  
**Los Angeles Unified School District and**  
**the Board of Education of the City of**  
**Los Angeles**  
**333 S. Beaudry Ave., 28<sup>th</sup> Floor**  
**Los Angeles, CA 90017**

## Ensure Required Limits are Provided

**Additional Insured Must Say:  
Los Angeles Unified School District  
and the Board of Education of the City  
of Los Angeles are included as  
additional insured with respects to  
General Liability and Auto Policy**

## Additional Information

# CONTACT INFORMATION AND REFERENCES

**Email:**

**[facilities-use@lausd.net](mailto:facilities-use@lausd.net)**

**Real Estate & Business  
Development  
(213) 241-6900**

**Facilities Use Portal:  
[Asset Management  
\(laschools.org\)](http://laschools.org)**

**Risk Finance  
[Risk Finance and Insurance Services  
riskfinance@lausd.net](mailto:riskfinance@lausd.net)**

**Guide to Facility Use Application:  
[Guide to Online Facility User Request  
Form](#)**

**Website Registration and Log In  
Guide:  
[FSD-Website-Registration-and-  
Login-Guide](#)**

# QUESTIONS?