



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Procedures for Third-Party Use of School Facilities During Non-School Hours

NUMBER: BUL-5993

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ROUTING

Administrators of Operations
Operations Coordinators
Principals
Assistant Principals
Facilities Services Division
Charter Schools Division
Intensive Support and Intervention

POLICY: This Bulletin defines and clarifies existing District policies, rules, and procedures on the authorized use of school facilities during non-school hours.

MAJOR CHANGES: This Bulletin replaces Bulletin Number 3433.1 dated August 10, 2009. The content has been updated to reflect organizational changes and to include procedures for use of school facilities through permits, license agreements, filming license agreements, and leases.

GUIDELINES: The following guidelines apply.

I. BACKGROUND

Under the jurisdiction of the District, the Leasing and Space Utilization (LASU) Department and the Joint Use Bond Program create partnerships to provide available school facilities to third-party agencies and organizations during non-school hours to transform school campuses into centers of the community. All facilities usage by third parties must be approved by the school and authorized by a written agreement or permit processed by the LASU Department or Joint Use Bond Program, depending on the nature of the activity, and the duration of use. District employees must also follow these procedures if they wish to access District facilities (including but not limited to classrooms, pools, and fields) for personal, private, or external use.

II. THIRD-PARTY ACCESS TO SCHOOL FACILITIES DURING NON-SCHOOL HOURS

Access to District facilities occurs most often using one of three different permits or agreements:

- A. Civic Center Permit
- B. License or lease agreement
- C. Joint Use Agreement



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A. CIVIC CENTER PERMIT

LAUSD facilities are made available for third-party use through the issuance of Civic Center Permits. These permits allow for the use of public school facilities for supervised not-for-profit recreational activities, meetings, and public discussions during specified non-school hours.

California Education Code section 38131 states: “There is a civic center at each and every public school facility and grounds within the state where the citizens, parent teacher associations, Camp Fire girls, Boy Scout troops, veterans’ organizations, farmers’ organizations, school-community advisory councils, senior citizens’ organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions that in their judgment pertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside.”

Use of school facilities and grounds shall be granted on an equal basis in accordance with these procedures and applicable laws, regulations, and policies.

Charter schools co-located with a District school must follow procedures outlined in Bulletin 5532, “Policy on Co-Locations for District School Facilities’ Use Pursuant to *Education Code Section 47614* (Proposition 39).”

Fees and costs for this permit depend on the applicant’s qualifying factors such as nature of the activity, type of activity, and the duration of use. For each application, the timeframe for a Civic Center Permit is limited to a four month period. The timeframe and procedures for this type of use are outlined below.

QUALIFICATIONS

- Activity must be not-for-profit and open to the public.
- Activity must take place during non-school hours (i.e. afterschool, weekends, and holidays).
- A Certificate of Insurance is required for the use of all LAUSD owned facilities. Before execution of a permit, the Certificate of Insurance must be reviewed and approved by the LAUSD Division of Risk Management and Insurance Services.

If the proposed activity or request to use school property does not appear to meet these guidelines, for further clarification please contact:



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Civic Center Permit Administrator
Phone: (213) 241-6900

APPLICATIONS

Permit applicants may apply to use school facilities during one of three tri-annual periods. Each time period has a unique initial deadline noted in the table below. If granted a Civic Center Permit, it is only valid for a single four month period. Applications from returning partners may be received no earlier than 30 calendar days prior to anticipated use and no later than 14 calendar days prior to anticipated use. New permit applicants must submit their application no earlier than 30 calendar days prior to anticipated use and no later than 20 calendar days prior to anticipated use.

| Tri-annual time period | Application Deadline |
|-------------------------------|-----------------------------|
| July-October | May 15 |
| November-February | September 15 |
| March-June | January 15 |

An application for the permit may be downloaded or obtained from the Civic Center Permit Office. Completed applications can be mailed, faxed, or hand delivered to the Civic Center Permit Office. Please allow a minimum of two weeks for processing.

Civic Center Permit Office
333 South Beaudry Ave., Suite B2-216
Los Angeles, CA 90017
Phone: (213) 241-6900
Fax: (213) 241-4546

INSURANCE REQUIREMENTS

Prior to execution of a Civic Center Permit, LAUSD Division of Risk Management and Insurance Services must review and approve the Certificate of Insurance. All questions regarding insurance coverage should be directed to LAUSD Division of Risk Management and Insurance Services at (213) 241-3139 or riskmanagement@lausd.net.

FEES AND COSTS

Minimal Charge

Youth group activities held in indoor non-recreational facilities may not be charged to groups including but not limited to Girl Scouts, Boy Scouts, Camp Fire Girls, Good News Club, Parent-teachers' Associations and School Advisory Councils.



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Reduced Charge

Youth groups who conduct athletic and recreational programs which promote youth and school activities and where 75% of the proceeds collected are expended for the welfare of the pupils of the District or for charitable purposes may be granted a permit at a reduced charge. Typical uses are conducted in gymnasiums and outdoor facilities such as fields.

Full Charge

Youth groups who collect fees or charge admission and Adult groups may be charged full direct costs for use of District facilities.

NOTE: All groups are charged full direct costs during District holiday and vacation periods.

Please contact the Civic Center Permit Office or see the Civic Center Permit website for further information:

http://www.btb.lausd.net/programs/index.php?p_btb=b1

B. LICENSE AND LEASE AGREEMENTS

The LASU Department oversees license and lease agreements, beautification/community service agreements, and filming requests. License and lease agreements are issued for both short and long-term use. The term and procedures for these types of facility are outlined below.

QUALIFICATIONS

- For usage not covered under Civic Center Permit procedures, a license agreement for use of school district facilities may be issued through the LASU Department, depending on meeting the District's standard terms and conditions.
- A Certificate of Insurance is required for the use of all LAUSD owned facilities. Before execution of agreement, the Certificate of Insurance must be reviewed and approved by the LAUSD Division of Risk Management and Insurance Services.

TERM

License agreements are issued to third parties for the use of LAUSD facilities on either a short-term or long-term basis.

- Short-term use - Use of facility under 30 days (e.g. recitals, theatrical performances, parking, booster club or PTA fundraisers, etc.)
- Long-term use - Use of facility over 30 days (e.g. childcare, church, sports training, after school educational or recreational programs, etc.)



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APPLICATIONS

Applicants interested in utilizing school facilities through a license agreement should first obtain approval from the school principal for the date and time of the event. Applicants then contact the LASU office directly for a Facilities Use Application. The school principal will complete the Facility Use Authorization Form if the school approves the use for the date and time requested. Applicant may fax, mail or hand deliver the completed application to:

Los Angeles Unified School District
Leasing and Space Utilization
333 South Beaudry Avenue, 23rd Floor
Los Angeles, CA 90017
Phone: (213) 241-6785
Fax: (213) 241-6784

FEES

Fees include processing, rental rates, utilities, custodial overtimes and restroom/cleaning supplies depending on activity, hours of use, number of days, and number of attendees.

There are two cost categories:

- Regular Rental Rates – Rates are charged pursuant to a rental rate schedule approved by the Board of Education.
- Cost-Incurred Requests – Regular rental fees associated with an event may be waived if it is of “benefit” to the school and does not require the District to incur costs associated with the event. The “benefit” to the school must not violate the District’s Ethics Policy in any way. Site administrators may not request that required fees be waived for any short-term or long-term use. Direct costs (i.e., custodial time, utilities and supplies costs) are not waived.

Applicants should contact LASU Department for a more accurate estimate of fees. Fees must be paid prior to issuance of a license agreement. The terms of the license agreement shall govern.

ADDITIONAL TYPES OF USES

1. LASU also issues licenses and permits for a variety of third-party uses including, but not limited to the following: Access or Permit Agreements
- Requests from third parties including other governmental agencies are required to gain access to LAUSD facilities for the purpose of construction access, monitoring, repair services, etc.

NOTE: Non-government organizations and other non-profit organizations collaborating with schools on community and school development grant projects must still follow permit or leasing guidelines if they wish to use the



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site and are the primary grant sponsors or authors, even if the school is a named party in the grant or project.

2. Beautification or Community Service Projects - A license agreement is required for beautification or community service taking place on LAUSD facilities. All projects require review and approval by the principal and Maintenance & Operations Branch (i.e. Complex Project Manager) and may require additional inspection and approval by other departments (e.g. Office of Environmental Health & Safety). For additional information, contact:

Leasing and Space Utilization
Phone: (213) (213) 241-6785
Fax: (213) 241-6784

3. Filming - All requests for filming and filming related parking on LAUSD property are coordinated through Film LA. For information contact:

Film LA
1201 W. 5th Street, T-800
Los Angeles, CA 90017
Phone: (213) 977-8618
Fax: (213) 977-8686
Email: schools@filmla.com

C. JOINT USE AGREEMENTS

A joint use agreement is a legally binding contract between two or more entities that is reciprocal and mutually beneficial. Joint use projects are developed in partnership with third parties to develop and operate LAUSD facilities to benefit students, partners, and the larger community. Typical partners may include governmental agencies, community based organizations, sports organizations, or private entities. Procedures for this type of shared use are outlined below.

QUALIFICATIONS

- The Board of Education requires a minimum 50/50 match ratio.
- The proposed Partner must provide matching capital, in-kind resources, and/or programmatic funds.

The value of the contribution and the benefit to the school or the District are factors that will be considered in a joint use proposal. For more information, contact:

Joint Use Development Bond Program
Phone: 213-241-6785
Fax: 213-241-6782



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III. ACCESSING THE SCHOOL SITE DURING NON-SCHOOL HOURS

A. PROCEDURES FOR ACCESS TO SITES WITH CIVIC CENTER PERMITS AND/OR LEASES

Whenever a permit or lease to use a District site is issued, the Leasing and Space Utilization Unit or Civic Center Permit Office shall forward a copy of the document to the Los Angeles School Police Chief at least two (2) days prior to the intended date of use.

An authorized school employee must be on-site for the duration of the activity. The employee must be knowledgeable about how to deactivate the alarm upon entering the site and how to activate the alarm when leaving the site.

AUTHORITY: *California Education Code sections 38130-38139; 47614*

RELATED RESOURCES: Board of Education Rules 1301-1317.7

BUL-5460.0 – Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks

BUL-3304 -- Live Animals in the Classroom, Service Animals, and School-Sponsored and Non-School Sponsored Activities

BUL-5532 – Policy on Co-Locations for District School Facilities’ Use Pursuant to Education Code

BUL-5761.0 – Procedures for Modifications and Additions to District Property Funded by or Performed by a Third-Party

BUL-577 – Vendors at or Near School Campuses

BUL-2374 – School Site Key Control

BUL-5721 – Student and Employee Security

Employee Code of Ethics

ASSISTANCE: For assistance or further information, please contact Eileen Ma, Deputy Director, Leasing and Space Utilization at (213) 241-6785; Ana Lasso, Special Facilities Program Manager, Asset Management Branch at (213) 241-5892 or visit the *Healthy Spaces, Healthy People* website <http://www.laschools.org/new-site/healthy-spaces/> for more information.