



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Procedures for Third-Party Use of School Facilities

NUMBER: BUL-6894.1

ISSUER: Darneika Watson, Ph.D., Executive Director
Division of District Operations

Yekaterina Boyajian, Director
Non-Academic Facilities Planning,
Division of District Operations

DATE: February 7, 2018

ROUTING

Local District Superintendents
School Site Administrators
Administrators of Operations
Financial Managers

POLICY: To increase transparency and accountability, this Bulletin defines, clarifies, and aligns existing District policies, rules, and procedures regarding the use of school facilities by third parties, and streamlines the process of obtaining authorization.

MAJOR CHANGES: This Bulletin replaces Bulletin 6894.0, dated August 18, 2017. The content has been updated to reflect policy and process changes, to clarify classification of events, and to amend the terms and amount of application fees.

PURPOSE: In order to foster parent and community engagement the Los Angeles Unified School District wishes to make its school facilities available to third-party agencies, organizations, and individuals to transform them into centers of the community. Additionally, the District recognizes the potential value of its school facilities as assets that may be leveraged for the benefit of students. It is the intent of this policy bulletin to establish a framework that allows school site administrators the flexibility to creatively utilize their campuses to the maximum benefit of their students, to do so in compliance with the law and District policies, to ensure the safety of all without compromising the District’s core mission to educate its youth, and without cost to the General Fund.

GUIDELINES: I. PROCESS

All uses of District facilities by third parties must be authorized by a written agreement or permit issued by Non-Academic Facilities Planning or the Division of Risk Management and Insurance Services prior to such use. Schools, Local Districts, or other District offices are not authorized to enter into legal agreements authorizing the use of District facilities by third parties.

Any person or organization wishing to use District facilities should complete Attachment A, “Request for Facilities Use” and submit the completed application



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

by email to facilities-use@lausd.net or deliver to the LAUSD Permits office at 333 S. Beaudry Ave., 1st Floor, Los Angeles, CA 90017.

All applications that are not received at least 15 business days prior to the event, including applications from Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), and booster clubs, will be charged \$180 to fund staff overtime required to process them.

Applicants should be aware that some applications may require additional documentation or approvals from other agencies or District offices, which may require a significant amount of time to obtain. Applicants are encouraged to submit applications as soon as possible to reduce the possibility of receiving last minute denials.

District staff will review the application to determine if the requested facilities are available, which requirements and fees (if any) are applicable to the event, and within seven business days deliver a packet to the applicant containing:

- A checklist of requirements necessary to host a safe event;
- An invoice for processing fee and any other required fees;
- Insurance requirements;
- Fundraising forms if necessary;
- A Facilities Use Agreement;
- And other documents as applicable.

The applicant should complete all of the included forms, including obtaining required signatures, and return them along with any other required documentation to the Permits office. The time between the applicant's receipt of the checklist of requirements and the time they submit all forms completed and approved as required does not count towards the 15 days of processing time. Upon applicant's submittal of all required documentation and any required fees, District staff will review the application and either:

- Issue an agreement or permit within eight business days.
- Notify applicant of denied applications, and the reason for denial, within two business days.

No permit shall be issued until payment is tendered in full, except in cases where the District has agreed in writing to receive payments in regular installments, in which case no permit shall be issued until payment for the first installment is tendered.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

II. CLASSIFICATION OF EVENTS/ACTIVITIES

The first step in ascertaining the requirements applicable to an event or activity is to classify the activity as one of the following:

A. School/District-Sponsored Special Event

An event is considered a “School/District-Sponsored Special Event” if, and only if, all of the following are true:

1. Authorized District employees, District officials, or the Associated Student Body (ASB):
 - a. Initiate the event;
 - b. Plan the event;
 - c. Directly control and supervise the event;
 - d. Are responsible for all expenses and liability associated with the event.
2. The LAUSD, host school, or ASB of the host school receives all proceeds, if any, generated in connection with the event.

School/District-Sponsored Special Events do NOT require a Civic Center permit or License Agreement.

B. Cosponsored Event

An event is considered a “Cosponsored Event” if the following is true:

1. Authorized District employees, District officials, and/or the ASB work in cooperation with third parties to jointly:
 - a. Initiate the event;
 - b. Plan the event;
 - c. Control and supervise the event;
 - d. Share expenses and liability associated with the event.

All revenues and expenses of a cosponsored event or activity should be recorded on the ASB books.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

In the case of cosponsored fundraising events, third parties will be responsible for the proportion of any applicable fees corresponding to the proportion of the proceeds they will receive from the event.

Cosponsored events require a License Agreement to establish a legal instrument defining the responsibilities, legal liabilities, and insurance requirements for each party.

C. Non-School / Non-District Sponsored Event

A “Non-School/Non-District Sponsored Event” is one which is initiated, planned, supervised, controlled, and funded entirely by parties other than the District, authorized District employees, ASB, or District officials.

District employees, parents, and students and their families may attend “Non-School/Non-District Sponsored Events” and purchase tickets. “Non-School/Non-District Sponsored Events” require a Civic Center Permit or License Agreement, depending on the particulars of the event, which establishes a legal instrument defining the responsibilities, legal liabilities, and insurance requirements for the licensee.

III. FORMS OF AUTHORIZATION

An event’s classification as a “School/District-Sponsored Special Event,” “Cosponsored Event,” or “Non-School/Non-District Sponsored Event” determines whether a Civic Center Permit or License Agreement is required.

A. School/District-Sponsored Special Events

An application must be completed and submitted as described in Section I of this bulletin for “School/District-Sponsored Special Events” to obtain approval from Risk Management. A Civic Center permit or License Agreement is not required.

For off-site events (non-District owned property), please complete the “Request for Approval of Off Site Special Event” form which is available from the Risk Management & Insurance Services Web site at <https://achieve.lausd.net/Page/6714>, by calling (213) 241-0329, or by email at riskfinance@lausd.net.

B. Civic Center Permit

The California Civic Center Act (*Ed. Code § 38130 et seq.*) declares the intent of the Legislature to establish a civic center at each and every public school facility. The District is required by the Civic Center Act to authorize the following organizations to use school facilities or grounds for purposes other



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

than fundraising activities that are not beneficial to youth or public school activities of the school district, as determined by the Board of Education:

1. Non-profit organizations;
2. Groups organized to promote youth or school activities, such as, but not limited to:
 - a. The Girl Scouts; the Boy Scouts; Camp Fire USA; or the YMCA;
 - b. Parent-teacher associations;
 - c. School-community advisory councils;
 - d. Recreational youth sports leagues that charge participants no more than sixty dollars (\$60) per month.

In addition to the mandatory authorization above, the Civic Center Act also allows school districts to grant the use of school facilities or grounds as a civic center, upon the terms and conditions the Board of Education deems proper, for supervised recreational activities, or meetings open to the public to discuss subjects and questions that pertain to the educational, political, economic, artistic, and moral interests of the citizens of the community.

Activities that meet the criteria of the Civic Center Act shall be processed and permitted as such.

Permits issued for the use of LAUSD school facilities or grounds under the Civic Center Act are limited to a duration of four months.

C. Joint-Use Agreements

A Joint-Use Agreement is a legally binding contract between two or more entities that is reciprocal and mutually beneficial. Under the Joint-Use Bond Program, the District partners with governmental agencies, community based organizations, and others to develop and operate LAUSD facilities to benefit students, partners, and the larger community.

No Joint-Use Agreement shall be executed unless the funding necessary to secure the resources required to administer the terms thereof has first been identified and secured for that purpose. In the event that responsibility for the administration of a Joint-Use Agreement is transferred from one District office to another, the transfer shall include all funding so identified and secured.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

D. License Agreements

All uses of District facilities by third-parties that do not qualify as a Civic Center Act event, School/District-Sponsored Special Event, or a Joint-Use Agreement shall be processed and authorized as a License Agreement.

IV. PRIORITIZATION

Priority for the use of school facilities during non-school hours shall be granted on a first-come, first-served basis. In the event of a conflict between two or more simultaneous applications for the same facility, the following priority order shall apply:

- A. Official District activities involving students of the host campus;
- B. Official District activities involving District students of other campuses;
- C. A PTA, PTO, or booster club representing the host campus;
- D. A PTA, PTO, or booster club representing another District campus;
- E. Events and activities for youth in general;
- F. All others

V. PROHIBITIONS

A. Prohibited Uses

The following apply to all uses of District facilities by third parties:

1. No permit shall be issued that will result in the disruption or displacement of any District function or program.
2. No permit shall be issued for any meeting or activity that will displace students from any area, in whole or in part, that they would normally use during the time of the activity or event.
3. No permit shall be issued that includes the use of kitchen facilities.
4. No permit shall be issued for events or activities where food is served to District students or staff unless it is commercially packaged, or prepared and distributed by a licensed vendor.
5. Driving or parking on turf, natural or synthetic, is prohibited.

B. Prohibited Facilities



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

The following facilities will not be made available for third party use at any time:

1. Kitchen facilities;
2. Laboratory classrooms (e.g., biology labs, chemistry labs, computer labs);
3. Wood shops;
4. Auto shops;
5. Metal shops;
6. Administrative offices;
7. Teacher lounges or break rooms; or
8. Maintenance room areas.

VI. COST

A. Definitions

For the purposes of this policy bulletin, the following definitions shall apply:

1. Direct Cost

Direct Cost shall include:

- a. The share of the costs of supplies, utilities, janitorial services, services of LAUSD staff to operate and maintain school facilities or grounds, and salaries paid to LAUSD employees directly associated with the administration of this bulletin, that is proportional to the use of the school facilities or grounds.
- b. The share of the costs for maintenance, repair, restoration, or refurbishment of synthetic turf, gymnasiums, auditoriums, and specialized lighting proportional to their use by the entity using them.

The share of the cost for maintenance, repair, restoration, and refurbishment shall not apply to:

- i. Classroom-based programs that operate after school hours, including, but not limited to, after school programs, tutoring programs, or child care programs.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- ii. Organizations retained by the school or school district to provide instruction or instructional activities to pupils during school hours.

Funds collected for maintenance, repair, restoration, and refurbishment shall be deposited into a special fund that shall only be used for those purposes at the school for which they are collected, and shall be administered by Non-Academic Facilities Planning.

2. Reduced Direct Cost

Reduced direct costs shall include the costs of utilities, supplies, and janitorial services directly associated with the use of the school facilities or grounds.

3. Full Market Rent

Full market rent shall be a rate approximating the cost of renting or leasing similar facilities in the general vicinity of the hosting District facility.

B. Charges

There are three fees applicable to every event: an application fee, rental fees, and special fees. Fees cannot be reduced or waived, however Principals, Local Districts, Board Members, or the Office of the Superintendent may elect to pay the required fees from their own funds for some events or activities. Requests to subsidize an event or activity should be directed to the appropriate District office.

1. Application Fees

All applications, except those from a PTA, PTO, or booster club, received 15 or more business days prior to an event will be charged a \$90 processing fee. Applications received less than 15 business days prior to an event, including applications from a PTA, PTO, or booster club, will be charged a \$180 processing fee to fund the additional cost of expedited processing.

2. Rental Fees

There are three categories of rental fees:

a. Reduced Direct Cost

The use of school facilities or grounds shall be charged reduced direct cost for any of the following:

- i. The use of indoor non-recreational school facilities by organizations, clubs, or associations which are organized to promote youth and



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

school activities (such as, but not limited to, Girl Scouts, Boy Scouts, Camp Fire Girls, Parent-Teachers' Associations, Parent Teacher Organizations, booster clubs, and School Community Advisory Councils) when all of the following conditions apply:

1. No admission, dues, or other fees are collected at the event or activity;
 2. No prior payment, contribution, or donation is required to participate in the event or activity;
 3. Nothing of monetary value will be sold or traded at the meeting or event.
- ii. Non-School/Non-District Sponsored Events that are sponsored by a PTA, PTO, or booster club, and do not involve any third parties selling goods or services;
 - iii. Public agencies when conducting a public meeting.
- b. Direct Cost

The use of school facilities or grounds shall be charged direct cost for any of the following:

- i. Meetings open to the general public to discuss matters of general or specific interest to the community;
- ii. Supervised recreational activities including, but not limited to, sports league activities for youths that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination;
- iii. Activities or meetings where an admission fee is charged, dues collected, contributions solicited, or anything of monetary value is sold or traded, and the net receipts are expended for the welfare of the pupils of LAUSD;
- iv. PTA, PTO, or booster club activities involving third parties providing goods or services in exchange for compensation.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

c. Full Market Rent

The use of school facilities or grounds shall be charged full market rent for any of the following:

- i. Any use of District facilities or grounds where an admission fee is charged, dues collected, contributions solicited, or anything of monetary value is sold or traded, and the net receipts are not expended for the welfare of the pupils of LAUSD;
- ii. The conduct of religious services by any church or religious organization;
- iii. Parking where a fee is charged;
- iv. The use of “premier” LAUSD facilities;
- v. All other uses not qualifying for Reduced Direct Cost, or Direct Cost as defined above.

3. Special Fees

Certain events may generate the need for additional specialized services, such as extended services of the Los Angeles School Police, Office of Environmental Health Services, and Food Services Branch, which are not commonly required to safely host an event. In such cases, the applicant will be charged the cost of providing those services in addition to any other required fees.

C. Refunds

1. Application fees are non-refundable under any circumstances.
2. If an applicant cancels, license or permit fees are not refundable.
3. If the LAUSD, its agents, or officers cancel an event, the applicant will be refunded the cost of the license or permit fees only.
4. For events cancelled by an LAUSD school or office, and for which some or all of the fees were paid by a District school or office, the cancelling office shall process the refund to the paying school or office.

VII. DISTRIBUTION OF REVENUE

Application fees will be distributed to the office that issues the authorization for use of District facilities, and fees for special services will be distributed to the office providing those services. Other fees will be distributed as follows:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

A. Filming

All fees collected in connection with the use of school facilities for filming shall be distributed 75% to the host school and 25% to the pool of schools without filming in the fiscal year in which they are collected.

All fees collected in connection with the use of the LAUSD logo or name; the school's logo, name, or mascot; or other information specifically identifying the LAUSD or any of its schools shall be distributed 100% to the pool of schools without filming.

B. Non-Filming

All fees, except the application fee or special fees, collected in connection with the use of school facilities by a third party shall be distributed according to the following:

1. For events charged Reduced Direct Cost:

- a. 100% of fees collected for janitorial services and supplies shall be distributed to the host school.
- b. 100% of fees collected for utilities shall be distributed to the General Fund.

2. For events charged Direct Cost:

- a. 100% of fees collected for janitorial services and supplies shall be distributed to the host school
- b. 100% of all fees collected for maintenance, repair, restoration, and refurbishment of affected facilities shall be deposited into a special fund to be used for those purposes.
- c. 100% of remaining fees shall be distributed to the District to fund the administration of this bulletin.

3. For events charged Full Market Rent:

- a. 62% of the total fees, other than the application fee and fees for special services, shall be distributed to the host school for custodial costs and school-determined needs.
- b. 38% of the total fees, other than the application fee and fees for special services, shall be distributed to the General Fund to support the administration of this Bulletin.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

VIII. HOURS OF USE

School facilities are available for third-party use as follows:

- A. One-half hour following the close of the regular school day until 9:30 p.m. at elementary, middle and senior high schools;
- B. From 8:00 a.m. to 9:30 p.m. on Saturdays at elementary, middle and senior high schools;
- C. From 12:00 noon to 5:00 p.m. on Sundays at senior high schools;
- D. All facilities are closed during holiday periods.

Exceptions may be made only upon special permission of the permit issuing office. Any exceptions may result in additional fees or charges.

IX. RESPONSIBILITIES

A. Principal or Site Administrator's Responsibilities

The day school principal must determine that the regular school schedule will not be adversely affected. If a school site also houses other co-located schools, the principal of the day school shall clear the availability of the facility with the principal of each co-located school. If an unforeseen occasion renders the facility unavailable after a permit has been granted, or if there is a conflict, the day school principal shall inform the permit issuing office. The permit issuing office shall make alternate arrangements upon receiving such notification.

The final responsibility for specific school facilities rests upon the principal of the day school. Said principal may request the assistance of the co-located school in arranging for and supervising permitted activities.

The day school principal shall:

- 1. Have immediate control of each meeting and take such action in accordance with Board Rules as he or she deems appropriate.
- 2. Assign each permittee a room of the minimum size necessary for the meeting in order to reduce expenditure for utilities and determine that each room is ready for use.
- 3. Determine that where parking is allowed on school premises, vehicles are parked in such a manner to provide access to school buildings and property by firefighting equipment.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

4. Hold a reservation available at the facility for which a permit has been issued until one-half hour after the designated start time.
5. Make all arrangements for the PTA or Parent-Teacher, Student Association (PTSA) meetings.
6. In the event of an infraction of any rule, law or regulation, advise the permittee of the infraction and give him or her notice that future permits will not be granted if any further infraction occurs, and subsequently notify the permit issuing office. If the principal prefers, he or she may request the permit issuing office to so notify the permittee. In some instances, the first infraction may be so serious that future requests for use of the premises would be denied. In such instances, the principal shall prepare and forward a written report for the central file in the permit issuing office regarding the nature of the infraction and the action taken.

B. Responsibilities of the Permit Issuing Office

The permit issuing office shall:

1. Respond to all applications within seven business days of receipt.
2. For applications on behalf of an organization:
 - a. Verify the legal status of the organization
 - b. Verify that the person making the application is authorized to act on behalf of the organization

X. PARENT-TEACHER ASSOCIATIONS AND PARENTS, TEACHERS, AND STUDENTS ASSOCIATIONS.

- A. All PTA/PTSA meetings in school facilities shall be held pursuant to the Civic Center Act.
 1. In addition to matters which pertain to the interests of the PTA/PTSA, said groups may consider any subject which may be of interest to the community and which is authorized by the Civic Center Act.
 2. A Civic Center permit shall not be required for the use of facilities ordinarily or regularly used for such meetings. All arrangements for the meeting shall be made with the principal of the school in which the meeting or other activity will take place.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- B. All PTA/PTSA meetings shall be open to the public and may be held at any time of the day, as long as there is no interference with school activities, in the judgment of the principal.
- C. In the event a PTA/PTSA requests the use of a school other than the school at which its regular meetings are held, a Civic Center permit shall be obtained.
- D. Written materials concerning any subject authorized by the Civic Center Act may be distributed during a PTA/PTSA meeting. Such materials may not be distributed to or made available to students without the permission of the principal.
- E. All rules, regulations and laws governing the civic center use of school facilities shall apply to PTA/PTSA meetings.

XI. SUPERVISION

Supervision of activities of those using school playgrounds, gymnasiums, and other athletic and recreational facilities shall be by playground directors or by other District employees designated by the principal. The director or other persons in charge of the playground or gymnasium shall be the immediate authority on all matters and shall be responsible to the principal.

Arrangements shall be made for the playground director to use necessary auxiliary school facilities.

XII. FUNDRAISING

No permit shall be issued for fundraising events by a PTA, PTO, or booster club unless the application is accompanied by a "Request for Authorization" approved by the Student Body Finance Section of the Accounting and Disbursements Branch (see BUL-1633.1, Policies Governing School Fund-raising Activities of PTAs, PTOs, and Booster Clubs).

XIII. USE OF CAFETERIAS AND/OR MULTI-PURPOSE ROOM

- A. Kitchen facilities may not be used in connection with third-party permits under any circumstances.
- B. Serving facilities (i.e., "the line"), may be used in connection with third-party permits provided that a Food Services supervisor is present for the duration of such use. The licensee will be charged for the supervisor's time.
- C. The seating area of cafeterias and/or multi-purpose rooms may be used in connection with third party permits provided that approval of the Food Services Branch is secured prior to the issuance of a permit.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

XIV. ANNUAL ASSESSMENT

Staff will assess the need for revisions to this policy bulletin, permit fees, application fees, and permit issuing procedures on an annual basis and brief members of the Board of Education and the Superintendent on their findings.

XV. RELIEF OF GENERAL FUND

In order to relieve the General Fund of the financial burden of supporting the administration of third party uses of District facilities, all of the administration costs, including but not limited to supplies and staff time, will be funded directly from fees collected for such use.

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

RELATED RESOURCES: BUL-1633.1 Policies Governing School Fund-Raising Activities of PTAs, PTOs, and Booster Clubs

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

BUL-3304.0 Live Animals in the Classroom, Service Animals, and School-Sponsored and Non-School Sponsored Activities

BUL-5532.1 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-4994.0 Vendors at or Near School Campuses

BUL-2374.2 School Site Key Control

BUL-5721.1 Student and Employee Security

ATTACHMENT: ATTACHMENT A: Request for Facilities Use
ATTACHMENT B: Standard Insurance Requirements

ASSISTANCE: For assistance or further information please contact Yekaterina Boyajian, Director of Non-Academic Facilities Planning, at (213) 241-6785.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUEST FOR FACILITIES USE

Requests must be received no later than 15 Business days before the first day of your requested use.

I. APPLICANT INFORMATION

Date: _____

Please indicate your organization type below and fill in the required applicant information.

FOR LAUSD SCHOOLS OR OFFICES, PROP 39 /CO-LOCATED CHARTERS (only):

- LAUSD School or Affiliated Charter
LAUSD Board Member or District Offices
Prop 39 / Co-Located Charter School

School/Office Name: _____

Mailing Address: _____
Street Address, City, State and Zip Code

LAUSD Contact Person: _____ E-mail: _____

Phone: () _____ Fax: () _____

Will this event/activity be co-sponsored by other organizations? YES NO

Please list additional sponsors here: _____

OTHER APPLICANTS: The applicable processing fee (money order or cashier check only) is required to be submitted with each application

- Civic or Service Group or one of the following groups: i.e. Boy Scouts, Girl Scouts, Camp Fire Girls, Good News Club or School Advisory Councils
Other Schools or Private Schools
Public or Governmental Agency
Neighborhood Council
Off-Season Coach
PTA / PTO / Booster
Religious Organization
Non-profit with 501(c)(3) (Number #)
Other (describe)

Organization Name or Applicant: _____

Mailing Address: _____
Street Address, City, State and Zip Code

Contact Person: _____ Website: _____

Driver License or ID# _____ State where license/ID was issued? _____

Phone: () _____ Fax: () _____

Cell: () _____ Email: _____

II. SCHOOL WHERE EVENT/ACTIVITY WILL TAKE PLACE:

a. 1st choice _____ School Contact & Title: _____

b. 2nd choice* _____ School Contact & Title: _____
(*2nd choice required only if applying for a recreational permit.)

III. EVENT/ACTIVITY DESCRIPTION

(a) Please mark an "X" in the columns to the right to indicate your responses to the questions

- Will this event occur during school hours?
Will any District or Student Body funds be used?
Will you charge for the sale of products or fees for services?
If YES, how much per person? \$ Per day \$ Per week \$
Will any fees, admissions or donations be charged or collected for this event/activity?
If YES, how much per person? \$
What are funds used for? _____

Table with 2 columns: YES, NO. Rows for questions 1, 2, 3, 4.

Describe intended event, program or use in detail (Use separate sheet if necessary.) Please attach corroborating information such as copy of flyer or advertising, list activities, detailed agenda or schedule and event itinerary.

- (b) Will any of the items or categories below be a part of the intended event? (Check all activities applicable to your event.)
- Animals BBQ Fireworks Fundraiser Festival/Fair/Carnival Inflatables/Jumpers
 Childcare/Enrichment Cultural activities Religious services Concert/performances
 Recreational sports Recreational camp/clinic Summer/winter/spring camp
 Beautification Event (i.e. gardening, tree planting, murals or painting, campus clean-up)
 Meetings - Check One: _____ Open to the Public _____ Closed to the Public or by invitation only
 Topic to be covered: _____

- (c) Will there be food / food concessions at event? YES NO
- If YES, Pre-packaged food Catering Food Trucks
 Other (explain) _____

IV. REQUESTED DATE(S) / TIME(S): You may attach additional sheets if necessary.

	Event/Program Dates		Times		Specify days of use (i.e. daily, only Mondays)
	From:	To:	From:	To:	
Date(s):					
Date(s):					
Date(s):					
Rehearsal					
Set-up					
Tear-down					

V. ATTENDANCE: Participants/Spectators:

- (a) Number of participants _____ (b) Number of spectators _____
- (c) Will minors (individuals under the age of 18 years old) be participating in this event? YES NO
- (d) What percentage of participants live within boundaries of LAUSD? _____

Youth Group Applicants Only:

- (a) Has the applicant submitted, along with this application, a list of the group's representatives who will be on site during meetings, on this campus(es)? YES NO
- (b) The Applicant understands and agrees that the youth group and its representatives are not authorized to access the facility noted in this application but not authorized to access any other areas of the campus. YES NO

VI. REQUESTED FACILITIES:

Check all facilities to be used:

• **Indoor Facilities:**

- Auditorium Classrooms, number of classrooms _____
 Cafeteria Dining Area only Library Multipurpose Room
 Other (please specify) _____

• **Recreational Facilities:**

- Gymnasium Middle School Gym
 (Check appropriate school/gym size if applicable) High School Gym: Small Large
 Football Field Soccer Field Tennis Courts Track Field
 Swimming Pool Baseball/Softball Diamond Other _____

• **Outdoor or Other Facilities:**

- Outdoor Lunch Area Playground/Blacktop Quad
 Other _____

VII. Parking/Parking Operations:

NOTE: Availability of parking or sufficient parking to accommodate your use during any event is not guaranteed and is at the discretion of the school or District office.

- (a) Check all areas to be used for parking: Street Parking Parking Lot Playground / Blacktop
 - i. Parking will be (check one): **SELF PARKING (no parking operator)**
 PARKING OPERATOR/VALET COMPANY
 - ii. If the applicant is not a parking operator, please provide the name of the company providing services here: _____ (NOTE: Parking operator will also be required to provide insurance.)
 - iii. Will shuttle services be provided? **YES** **NO** Operator Name (if different from above): _____
- (b) Number of cars anticipated? _____
- (c) Will a fee be charged to park? **YES** **NO**
 If **YES**, how much per vehicle? \$ _____ Per day \$ _____ Per week \$ _____

VIII. Will District equipment be required? Describe below (Audio visual, lighting, tables, chairs, etc.) YES NO

(Applicant must request the use of furniture and equipment with the school administrator. Additional fees may be required to be paid for rental of equipment and technical services.)

IX. Insurance Requirements

See Attachment B for Standard Insurance Requirements which are subject to change. Actual insurance requirements will be determined by the nature and scope of your event or activity.

By signing below, the Principal, Administrator or applicant represents that the information provided in this Request for Facilities Use is true and correct. Misstatements, misrepresentations or omissions may cause cancellation, delay or refusal of this facilities use request.

**FOR LAUSD School/Office/Prop 39/
Co-located Charters events**

PRINCIPAL / ADMINISTRATOR SIGNATURE:

FOR OTHER APPLICANT SIGNATURE:

Signature and Date

PRINT NAME and TITLE

Name of School or Office

Signature and Date

PRINT NAME and TITLE (if applicable)

Name of Organization

Forward your completed Request for Facilities Use form as follows:

Scan and email to: facilities-use@lausd.net

OR

Mail or walk-in application to:

Los Angeles Unified School District
 Permit Office
 333 S Beaudry Avenue, 1st Floor
 Los Angeles, CA 90017
 Business Hours: 7:00am to 4:00pm

Should you have any questions, please contact:

Los Angeles Unified School District Permit Office	213-241-6785 213-241-6900
---	------------------------------

PLEASE BE ADVISED THAT COMPLETION OF THIS FORM AND/OR ACKNOWLEDGEMENT OF RECEIPT OF THIS REQUEST FOR FACILITIES USE DOES NOT CONSTITUTE APPROVAL OR PERMISSION TO MOVE FORWARD WITH YOUR USE.

After the initial review of this completed Request for Facilities Use form, your request will be forwarded to the Division of Risk Management or LAUSD Permit Office for further handling. Additional documents and fees may be required by these offices prior to formal approval of your request.



LOS ANGELES UNIFIED SCHOOL DISTRICT
STANDARD INSURANCE REQUIREMENT

The District requires that all vendors, contractors, professional service providers and other entities that associate with the District comply with requested insurance requirements and provide evidence of insurance certification. All applicants shall, at their own cost and expense, procure and maintain the following coverage during the entire period of use of the premises and / or facilities and all deductibles or Self-Insurance Retentions (SIR) shall be declared in writing and all deductibles and retentions above \$25,000 require District approval.

❖ **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

- \$1,000,000 per occurrence
- \$50,000 fire damage
- \$5,000 med expenses
- \$1,000,000 personal & advertising injury
- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate

❖ **Business Auto Liability Insurance** for owned, scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence. If no company or organization autos will be used, then an **Auto Liability Statement** must be completed.

❖ **Workers' Compensation and Employers Liability Insurance** in an amount covering full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws.

- Part A - Statutory Limits
- Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

Sole proprietors or organizations with no employees are exempt from providing Workers' Compensation and Employers Liability Insurance, but must provide a signed **Workers' Compensation Statement**.

❖ **Abuse and Sexual Molestation coverage** (applicable when youth are involved in any capacity)

- \$1,000,000 per occurrence/\$1,000,000 aggregate

The Certificate Holder portion of the insurance certificate must be listed as follows:

Los Angeles Unified School District & the Board of Education of the City of Los Angeles
333 South Beaudry Ave, 28th Floor
Los Angeles, CA 90017

Additional Insured Endorsement

The Commercial General Liability policy and the Commercial (Business) Automobile policy **must** contain an additional insured endorsement in favor of:

"Los Angeles Unified School District and the Board of Education of the City of Los Angeles"

THE ACTUAL INSURANCE REQUIREMENTS WILL BE DETERMINED BY THE NATURE AND SCOPE OF THE ACTIVITY AND IS SUBJECT TO CHANGE.