

FACILITIES USE GUIDELINES FOR SCHOOL ADMINISTRATORS

The Civic Center Act (Education Code section 38130 et seq.) is an unfunded State mandate that requires every public school facility to be made available for use by the public as a civic center. Direct cost recovery is authorized by the Act. All facilities use by third parties (including parents) must be approved by the school and documented by a Civic Center permit or agreement.

Civic Center Permits

To qualify for a Civic Center Permit, the activity must be not-for-profit and open to the general public for uses such as recreation, meetings, and public discussions. A permit application can be downloaded at www.btb.lausd.net or obtained at any Civic Center Permit Field Office. Applicants can mail, fax, or drop off applications to the Field Office.

- **North Office** (LD1 & 2): 5607 Capistrano Avenue, Woodland Hills, CA 91367
TEL: 818-587-4347 FAX: 818-713-1459
- **South/West Office** (LD3, 7, & 8): 2635 Colby Avenue, Los Angeles, CA 90064
TEL: 310-478-2093 FAX: 310-478-6013
- **East Office** (LD 4, 5, & 6): 333 South Beaudry Avenue, Suite B2-216, Los Angeles, CA 90017
TEL: 213-241-6900 FAX: 213-241-8974

Civic Center Permits are issued in four-month periods. In accordance with the Act and applicable Board Rules, fees may be charged to groups using permits, depending on the type of activity. In addition, a certificate of insurance is required for the use of any District-owned facilities. Certain events may require additional insurance or a waiver, as determined by the District.

- **Questions?** Please contact your Civic Center Permit Field Office for additional information.

Leasing

For uses that do not fall within the Civic Center Act, a license agreement or lease for use of or access to school district facilities may be issued through Leasing & Space Utilization (LASU). Applicants should contact LASU directly at (213) 241-6785 for an application. A certificate of insurance is required for the use of any District-owned facilities. Certain events may require additional insurance or a waiver, as determined by the District.

LASU is the contact for the following uses:

- **Access Agreements:** requests from third parties or District offices to gain access to District facilities for construction, monitoring, repair services, etc.
- **Beautification or Community Service Projects:** license agreements are required; all projects require review and approval by the principal and M&O (CPM) and may require additional inspection and approval by other departments (e.g., OEHS, Gardening).
- **Filming:** Refer requests for filming or filming-related activities (i.e., parking, catering services, still photography) to Film LA, Inc., 1201 West 5th Street, T-800, Los Angeles, CA 90017. The contact person is Patricia Edgar at 213-977-8618/pedgar@filmla.com

If you aren't sure which process applies to an applicant, refer the applicant to the Civic Center Permit Field Office and that office will ensure the applicant is connected to the right process.

This LAUSD Legal Brief is for information only and does not constitute legal advice. Please contact the Office of the General Counsel to determine how this information may apply to your school's specific facts and circumstances.