



CIVIC CENTER FREQUENTLY ASKED QUESTIONS

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.

To obtain a Civic Center permit, a Request for Facility Use Form must be submitted online to the Civic Center Permit Office at <https://www.laschools.org/new-site/facility-use/civic-center-permit>

Q: What are the qualifications for a Civic Center Permit?

- A:
1. Activity must be not-for-profit and open to the public.
 2. Activity must take place during non-school hours (i.e. afterschool, weekends, and holidays).
 3. A Certificate of Insurance is required for the use of all LAUSD owned facilities.

Q: What are the insurance requirements for a Civic Center Permit?

A: The following documents are required upon submission of an application, but are not limited to the following:

1. A Certificate of Insurance is required upon submission of an application. The District must be added as additional insured and all Certificates of Insurance endorsements must read:

LOS ANGELES UNIFIED SCHOOL DISTRICT & THE BOARD OF EDUCATION OF THE CITY OF LOS ANGELES
333 Beaudry Ave., 28th Floor, Los Angeles, CA 90017

2. Waiver of Liability/Indemnity Agreement

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. For more information please visit <https://achieve.lausd.net/Page/2792>

Q: What is the difference between an “Open to the Public” and “Closed to the Public” activity?

A: A Civic Center Permit will only be issued to an activity or event that is Open to the Public.

- Open to the Public: A group/organization that allows the community to participate in the sponsored event/activity.
- Closed to the public: A group/organization closed to the general public and only allows participation by group members.

Q: How many people can attend my activity or event?

A: Civic Center Permit limits in-person attendance to the facility maximum capacity and/or no more than 250 participants and/or spectators at any given time.

Q: Are we allowed to charge for the sale of products or fees for services?

A: Yes, under the Civic Center Act, groups/organizations are allowed to charge for the sale of products or fees for services.

Q: Are we allowed to collect any fees, admissions or donations from participants and/or spectators?

A: No, under the Civic Center Act, groups/organizations are prohibited from collecting any fees, admissions or donations during an event/activity.

Q: Are we allowed to sell food concessions at my event?

A: No, the sale of food concessions is considered to be a fundraising activity. Fundraising is prohibited under the Civic Center Act.

Q: Does a Civic Center Permit include event parking at the facility?

A: On-site event parking is not included in a Civic Center Permit, applicants have the option for street parking only. A license agreement is required for on-site parking.

Q: Does a Civic Center Permit include access to District equipment?

A: No. District equipment is not included in a Civic Center Permit. An applicant will be referred to a license agreement if equipment is selected in the application.

Q: What are the hours of use for a Civic Center Permit?

A: From 6:00 p.m. to 10:00pm on Monday through Friday

From 8:00 a.m. to 10:00 p.m. on Saturdays and Sundays

All facilities are closed during holiday periods and any requests are subject to approval by the District Permit Office.

Q: What is the cost for a Civic Center Permit?

A: Fees and costs for a Civic Center Permit depend on the applicant's qualifying factors such as nature of the activity, type of activity, and the duration of use.

Facility Use Standard Fees (per facility) for 2022-A Period:

Processing Fee:	\$90 per Application
Facility Use:	\$38 per Hour
Field Lights:	\$20 per Hour
Supply Fee:	\$5 per Day

Q: How can I reach someone to speak to? Where can I send an email inquiry?

A: For inquiries, please contact us at (213) 241-6900 to speak to a staff member. Send all email inquiries to facilities-use@lausd.net

District Permit Office Hours: 8AM – 4PM Monday through Friday