



LOS ANGELES UNIFIED SCHOOL DISTRICT
Facilities Service Division
Real Estate and Business Development



April 30, 2025

RE: Civic Center Application Period July – December 2025 (2026A)

To Our School Community:

The **2026A** application period for Civic Center use of District Facilities will open **May 1, 2025**

- Dates of use for 2026A will be **July 7, 2025 - December 14, 2025**
- Applications will only be accepted via the Online Facility Use Application System
- **All processing and expedited fees must be paid in advance to begin the process of your application.**

All applications will be processed on a first-come, first-served basis. An application is considered complete once it has been submitted and assigned to an agent. Applications that are incomplete will be returned to the applicant for modification and a new date and time of submission will be entered until all outstanding conditions have been met. Modified applications will then be processed under the new submission date. To apply, log into the Online Facility Use Application System, complete the application and upload all required documents.

Should you have any questions, please contact our office at 213-241-6900 or email: facilities-use@lausd.net.

Thank you for your interest in the Los Angeles Unified School District.

Sincerely,

Mark Borison

Mark Borison
Director, Real Estate and Business Development

PLEASE READ THE FOLLOWING SUPPLEMENTAL INFORMATION CAREFULLY

Qualifying for Civic Center Rates:

Civic Center permits and their associated discounts use fees are available to non-profit groups formed to promote youth and school activities. Applicants must truthfully disclose the fees (including but not limited to membership fees, tournaments fees, donations, etc.) they charge participants monthly. The purpose of the non-profit organization must pertain to the activity for which the applicant is requesting a Civic Center permit (i.e., a non-profit organized to “save the whales” is not eligible to receive a Civic Center permit for a youth basketball league. However, the non-profit could be eligible for a permit for their monthly meetings.)

Eligibility for Civic Center Rates:

Confirmation of your eligibility will be determined for a Civic Center permit, by uploading the following documents:

- Your organization’s non-profit 501(c) Employer Identification Number (EIN) on our application.
- Written confirmation that the nonprofit organization is registered and current with the Department of Justice at [Verification](#).
- Organization’s filed IRS Form 990 or 990N
- Articles of Incorporation and Bylaws
- Organization’s participant registration or enrollment form that the individual (and or parent/guardian) signs to join your organization.
- All processing and expedited fees must be paid in advance to start the process of your application. Processing and expedited fees are non-refundable.

Please note, adult groups that are **not** a non-profit organization will not qualify for a Civic Center permit but can apply for a license agreement for the intended use.

Permit Caps and Limits:

We strive to offer as many opportunities as possible for the public to access District facilities for approved public events or activities. However, we have overwhelming demand for the use of many District facilities, particularly athletic fields. Throughout the District, we often have more demand than we have facilities available. To better serve more groups and organizations, and to make access to our facilities more equitable, the following guidelines will be in effect:

- Groups are allowed to apply for only one school site beginning July 7, 2025. Beginning August 15, 2025, groups must submit a new Facility Use Application online to request additional schools, if needed.
- Weekend Use: One weekend day, Saturday or Sunday, will be made available to all groups.
- Weekday Use: Application for permits on a weekday are limited to a maximum of two (2) nights per week per applicant. (i.e. Tuesday and Thursday or Monday and Tuesday)
- Applicants can only apply for (1) school site per application.

- Parking is not available under Civic Center rates. If you would like parking, you must submit a separate application.

Submitting Your Application:

Please submit your applications 30 to 45 days in advance of your first date of use. Processing and expedited fees must be paid upfront to process your application. Any applications submitted 21 days before the first requested date will incur the following fees, based on the submission date of a complete application:

- 15 to 21 days before the start of your event: expedited fee of \$200
 - 10 to 14 days before the start of your event: expedited fee of \$250
 - 5 to 9 days before the start of your event: expedited fee of \$300
 - Less than five days before the start of your event: expedited fee of \$350
- (Please keep in mind, expedited fees do not include a processing fee)

All processing and expedited fees must be paid in advance to begin the process of your application. Processing and expedited fees are non-refundable.

To Apply:

1. Complete the Facility Use Application online.

- Use this link: [Asset Management](#) and select “Click Here to Start Your Application”.
- If you have applied to the Facilities Use Application Portal in the past, simply log in with the Username and Password used for this entity/group previously.
- Each application must request a minimum use of a two (2) hour block of time.
- Only one (1) type of school facility may be requested per application. A separate application must be submitted for each facility requested. (For example, you may apply for use of the gym at School A and the football field at School A in two separate applications, but not on the same application).

2. Upload your current insurance certificate. District’s insurance requirements can be found at [Insurance Compliance](#)

3. Upload the Waiver of Liability, Assumption and Risk, and Indemnity Agreement. [Waiver of Liability](#)

4. If applying as a non-profit organization, upload the documents requested above to confirm your status as a qualifying non-profit by uploading the required documents.

PLEASE MAKE SURE YOUR APPLICATION IS COMPLETE. If any items/documents are missing or incomplete when your application is submitted, then your application will be returned to you to correct or upload documents as needed.

RECEIVING A PERMIT:

- Once your application has been processed, successful applicants will receive an email confirming the requested District facility has been reserved pending payment of the invoice attached to the email. Payment must be received within seven (7) calendar days following the date of the confirmation notice. If payment is not received within seven (7) calendar days, your application will be cancelled. Please note, the \$90.00 processing fee and any expedited fee will not be refunded.

- Permits will begin no earlier than five (5) days following the issuance of the permit to allow sufficient time for the District to coordinate staff to monitor the approved activity at the permitted facility.
- Applicants may now submit payment by cashier's check, money order or credit card. For credit card payments, you must click on the credit card payment option once you accept the cost proposal. Payment by credit card must be made at least three (3) days prior to the first date of use. Payment in full is required before a permit is issued. Scanned or emailed photos of a check and/or money order are not acceptable as proof of payment or to process the permit in good faith.
- Payment by cashier's check or money order must be sent via United States Postal Service (USPS), UPS, or FedEx payable to:

Los Angeles Unified School District (LAUSD)
Real Estate and Business Development Department
333 S. Beaudry Avenue, 1st Floor
Los Angeles, CA 90017

CANCELLATIONS and REFUNDS

- Application processing fee and expedited fee are non-refundable.
- Credit card transaction service charges are non-refundable.
- If LAUSD, its agents, or officers cancel an event (or part), the applicant will be refunded the cost of portion thereof, of the license or permit fee only. Please submit the request to refunds@lausd.net for processing.
- NO REFUNDS will be provided for events cancelled by the applicant or permittee.

Should you have any questions, please contact our office at 213-241-6900 or email:
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