

<b>Process for Use of District Facilities (for Charter Schools Operating on District Facilities)</b>	
<b>1.</b>	<b>WITHOUT THIRD PARTY VENDORS</b> - During School Hours
<b>2.</b>	<b>WITHOUT THIRD PARTY VENDORS</b> - After-Hours*
<b>3.</b>	<b>WITHOUT THIRD PARTY VENDORS</b> – Intersession**
<b>4.</b>	<b>WITH THIRD PARTY VENDORS</b> - During School Hours
<b>5.</b>	<b>WITH THIRD PARTY VENDORS</b> - After-Hours*
<b>6.</b>	<b>WITH THIRD PARTY VENDORS</b> - Intersession**
<b>7.</b>	<b>WITH THIRD PARTY VENDORS <i>NOT</i> DIRECTLY CONTRACTED WITH CHARTER SCHOOL</b> – During School Hours, After-Hours*, or Intersession**

\* Any use of District facilities (1) beyond a 420-minute instructional day, (2) outside the hours of 7:00 a.m. and 3:30 p.m., or (3) anytime on weekends or District holidays (e.g. Admission Day, Juneteenth, Veteran’s Day), except during Intersession Periods)

\*\* Thanksgiving, Winter, Spring, or Summer Break

<b>1. WITHOUT THIRD PARTY VENDORS   During School Hours</b>
<p><b>For Events in Charter School’s Exclusive Use Spaces or Shared Use Spaces During Charter School’s Allocated Date/Time (per the Shared Use Agreement (SUA))</b></p> <p><i>Example: Charter School is having an assembly with many visitors.</i></p> <ul style="list-style-type: none"> <li>No prior authorization is required. However, Charter School is strongly encouraged to inform the District Principal of the following details for the event: <ul style="list-style-type: none"> <li>Date and time</li> <li>Rooms/spaces to be used</li> <li>Brief description</li> <li>Anticipated number of visitors, if any (Charter School will be required to adhere to the site’s visitor policy.)</li> </ul> </li> </ul> <p><b>For Events in Shared Use Spaces Waived by Charter School or During a Date/Time Not Scheduled for Charter School’s Use (per the SUA)</b></p> <p><i>Example 1: Charter School would like to host an event in the auditorium on Friday but is not scheduled to have use of this space on Fridays, per the SUA.</i></p> <p><i>Example 2: Charter School waived its use of the library but wishes to use the space for a special event.</i></p> <ul style="list-style-type: none"> <li>As early as possible, obtain the District Principal’s written consent to the proposed event by emailing the District Principal the following: <ul style="list-style-type: none"> <li>Date and time (specify end time) of the proposed event</li> <li>Rooms/spaces/restrooms to be used</li> <li>Brief description of the proposed event</li> <li>Anticipated number of visitors, if any (Charter School will be required to adhere to the site’s visitor policy.)</li> </ul> </li> <li>Charter School’s use of shared use space(s) waived by Charter School or during a date/time not scheduled for Charter School’s use may require the SUA and the applicable facilities use agreement to be amended. The Real Estate and Business Development Office will assess the appropriate fees for Charter School’s use.</li> </ul>

## 2. WITHOUT THIRD PARTY VENDORS | After-Hours

*Example: Charter School wishes to host a Back to School Night from 5-7pm.*

- Fully complete a “**Request for After-Hours Use of Facilities**” form.
- Present the form to the District principal/administrator for review and consent (see page 3 of the form).
- Submit the form by email to [realestate-charter@lausd.net](mailto:realestate-charter@lausd.net) (with copy to [prop39@lausd.net](mailto:prop39@lausd.net)), at least 45 days before the first date of the requested use.
- The Real Estate and Business Development Office will review Charter School’s request and, if approved, assess the appropriate fees for Charter School’s use.

## 3. WITHOUT THIRD PARTY VENDORS | Intersession

*Example: Charter School wishes to host professional development during the District’s Thanksgiving Break.*

- Fully complete a “**Request for Use of District Facilities During Intersession**” form.
- Present the form to the District principal/administrator for review and consent (see page 3 of the form).
- Submit the form by email to [realestate-charter@lausd.net](mailto:realestate-charter@lausd.net) (with copy to [prop39@lausd.net](mailto:prop39@lausd.net)), at least 45 days before the first date of the requested use.
- The Real Estate and Business Development Office will review Charter School’s request and, if approved, will assess the appropriate fees for Charter School’s use.

## 4. WITH THIRD PARTY VENDORS | During School Hours

*Example: Charter School wishes to bring a food truck to campus.*

- At least 45 days before the date of the proposed event, obtain the District Principal’s written consent to the proposed event by emailing the District Principal the following:
  - Date and time (specify end time) of the proposed event
  - Rooms/spaces/restrooms to be used
  - Brief description of the proposed event
  - Anticipated number of visitors, if any (Charter School will be required to adhere to the site’s visitor policy.)
- At least 45 days before the date of the proposed event, Charter School will submit a Request for Facilities Use through the District’s application portal (<https://www.laschools.org/new-site/facility-use/licenses-and-permits/>) and upload the following documents as part of the request:
  - Vendor List: [Microsoft Word – List of Vendors – Special Events \(lausd.org\)](#)
  - Certificate of Insurance (COI) for each vendor listed on the vendor list. A sample COI can be found at: [COI Sample.pdf \(lausd.org\)](#)
  - Detailed itinerary: [Microsoft Word – DETAILED ITINERARY \(lausd.org\)](#)
  - Copy of District Principal’s written consent to Charter School’s proposed event details (see above)

Upon submission of the Request for Facilities Use through the District’s application portal, Charter School will receive an email confirmation that the request has been received.

- The Risk Finance and Insurance Services will review the submitted items and either (1) approve Charter School’s request, (2) deny Charter School’s request, or (3) request

additional documents/information. If no such response is received within 21 days of submission, call the Risk Finance and Insurance Services Department at (213) 241-0329.

- If the proposed event is to take place in a shared use space(s) waived by Charter School or during a date/time not scheduled for Charter School's use, amendments to Charter School's SUA and the applicable facilities use agreement may be required. The Real Estate and Business Development Office will assess the appropriate fees for Charter School's use.

#### **5. WITH THIRD PARTY VENDORS | After-Hours**

*Example 1: Charter would like to hire a provider to run its after-school program.*

*Example 2: Charter wishes to host a Saturday festival with third party vendors (food truck, bounce house, magician, etc.).*

- Fully complete a **"Request for After-Hours Use of Facilities"** form.
- Present the form to the District principal/administrator for review and consent (see page 3 of the form).
- Submit the form by email to [realestate-charter@lausd.net](mailto:realestate-charter@lausd.net) (with copy to [prop39@lausd.net](mailto:prop39@lausd.net)), at least 45 days before the first date of the requested use.
- The Real Estate and Business Development Office will review Charter School's request and, if approved, assess the appropriate fees for Charter School's use.

#### **6. WITH THIRD PARTY VENDORS | Intersession**

*Example 1: Charter School wishes to host a spring camp for its students during the District's Spring Break.*

*Example 2: Charter School wishes to operate a summer school program during the District's Summer Break.*

- Fully complete a **"Request for Use of District Facilities During Intersession"** form.
- Present the form to the District principal/administrator for review and consent (see page 3 of the form).
- Submit the form by email to [realestate-charter@lausd.net](mailto:realestate-charter@lausd.net) (with copy to [prop39@lausd.net](mailto:prop39@lausd.net)), at least 45 days before the first date of the requested use.
- The Real Estate and Business Development Office will review Charter School's request and, if approved, will assess the appropriate fees for Charter School's use.

#### **7. WITH THIRD PARTY VENDORS NOT DIRECTLY CONTRACTED WITH CHARTER SCHOOL | During School Hours, After-Hours, or Intersession (Thanksgiving, Winter, Spring, Summer Break)**

*Example 1: An ice cream truck wishes to sell products to students after school hours.*

*Example 2: An after-school enrichment program company proposes to offer its program to Charter School's students. The cost for participation will be paid by students' families, not Charter School.*

- Vendor must submit a Request for Facilities Use through the District's application portal (<https://www.laschools.org/new-site/facility-use/licenses-and-permits/>) at least 45 days before the date of the proposed event/activity/program, and upload the following documents as part of the request:
  - Vendor List: [Microsoft Word – List of Vendors – Special Events \(lausd.org\)](#)
  - Certificate of Insurance (COI): A sample COI can be found at: [COI Sample.pdf \(lausd.org\)](#)
  - Detailed itinerary: [Microsoft Word – DETAILED ITINERARY \(lausd.org\)](#)

Upon submission of the Request for Facilities Use through the District’s application portal, the vendor will receive an email confirmation that the request has been received.

- The Risk Finance and Insurance Services will review the vendor’s submitted items and either (1) inform the vendor and the Real Estate Office that the vendor has met all applicable requirements, or (2) request additional documents/information from the vendor.

Contact Information:

<b>Charter Schools Division</b> (213) 241-0399 prop39@lausd.net	<b>Real Estate and Business Development Office</b> (213) 241-6900 realestate-charter@lausd.net	<b>Risk Finance and Insurance Services Department</b> (213) 241-0329 riskfinance@lausd.net
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Additional Resource:

The Risk Management Department has provided the following link with information regarding special events: [Special Events and Use of District Property – Risk Finance – Risk Finance and Insurance Services](#)