



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## Charter Schools

### REQUEST FOR AFTER-HOURS USE OF FACILITIES

Please use this form to request any use of District facilities that is (1) beyond a 420-minute instructional day, (2) outside the hours of 7:00 a.m. and 3:30 p.m., or (3) during weekends or District holidays ("After-Hours Use"), except during the District's breaks (see separate "REQUEST FOR USE OF DISTRICT FACILITIES DURING INTERSESSION PERIODS" form).

**INSTRUCTIONS:** This form must be: (1) completed by Charter School for each requested After-Hours Use event/program/activity, (2) presented to the District school's principal/administrator for review and written consent (following their advisement with M&O, as applicable), and then (3) submitted to the District's Real Estate Department via email at [realestate-charter@lausd.net](mailto:realestate-charter@lausd.net) (and copy [prop39@lausd.net](mailto:prop39@lausd.net)) for final approval at least **forty-five (45) days** before the first date of Charter School's requested use. Failure to timely submit this form may result in the denial of Charter School's request for After-Hours Use or the assessment of additional fees/costs.

Due to the potential impacts of Charter School's use on District custodial schedules after-hours, advance notice of Charter School's requested use to the District school's principal/administrator is required to enable sufficient time to assess custodial service needs and schedule changes accordingly. The resulting costs of such impacts are not calculated as part of Charter School's Pro Rata Share Charge. Therefore, if Charter School's request is approved, the District will assess the appropriate fees for Charter School's use.

**IMPORTANT:**

**SUBMISSION OF THIS FORM (EVEN WITH CONSENT FROM THE DISTRICT SCHOOL'S PRINCIPAL/ADMINISTRATOR) DOES NOT CONSTITUTE THE DISTRICT'S FINAL APPROVAL. FINAL APPROVAL MAY ONLY BE ISSUED BY THE REAL ESTATE DEPARTMENT.**

I. REQUESTOR ("CHARTER SCHOOL") INFORMATION

Charter School Name: \_\_\_\_\_ District School Name: \_\_\_\_\_  
Charter School Contact Name: \_\_\_\_\_ Charter School Contact Phone: \_\_\_\_\_  
Charter School Contact E-mail (please provide an email address that is **regularly monitored**): \_\_\_\_\_

II. INSURANCE REQUIREMENTS FOR THIRD PARTY VENDORS

A. Will any part of the requested use involve a third party vendor? ☐ YES ☐ NO

If yes, the Risk Finance and Insurance Services Department must review insurance and indemnification requirements. All third party vendors must comply with all insurance and indemnification requirements. Standard insurance requirements are subject to change. Actual insurance and indemnification requirements will be determined by the nature and scope of Charter School's requested use. **If a third party vendor is involved, Charter School must complete the attached "LIST OF VENDORS FOR A SPECIAL EVENT."**

III. REQUESTED USE

A. Describe Charter School's intended use in detail (attach additional pages, if necessary) and attach supporting documentation, if any (e.g. program calendar/schedule, event flyer/advertisement, list of activities, detailed agenda, etc.).

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B. Will any of the following be part of the intended use? Check all that apply.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Before/After School Program | <input type="checkbox"/> Festival/Fair/Carnival | <input type="checkbox"/> Food Trucks/Catering |
| <input type="checkbox"/> Meeting/Staff PD            | <input type="checkbox"/> Recreational Sports    | <input type="checkbox"/> Other: _____         |
| <input type="checkbox"/> Beautification              | <input type="checkbox"/> Fireworks              |   |
| <input type="checkbox"/> Concert/Performance         | <input type="checkbox"/> Inflatables            |   |

IV. ATTENDANCE

Number of participants: \_\_\_\_\_

V. SPACE(S) REQUESTED FOR USE (NOTE: FAILURE TO SUBMIT THIS REQUEST WITH ALL THE FOLLOWING DETAILS MAY RESULT IN THE DENIAL OF CHARTER SCHOOL'S REQUESTED USE OR DELAYS IN PROCESSING THE REQUEST.)

| DESCRIPTION/LOCATION<br>OF ALL SPACES<br>(Exclusive & Shared Use) | DATE(S)     |           | TIME<br>(includes setup/teardown) |           | DAY(S) OF THE WEEK<br>(e.g. Every Sunday; Mon-<br>Fri, one-day only, etc.) |
|---|-------------|-----------|-----------------------------------|-----------|--|
|   | Start Date: | End Date: | Start Time:                       | End Time: |  |
|   |             |           |                                   |           |  |
|   |             |           |                                   |           |  |
|   |             |           |                                   |           |  |
|   |             |           |                                   |           |  |

| RESTROOM(S)         | LOCATION<br>(Building Name/Floor Number/Room Number, as applicable) |
|---------------------|---|
| Student Restroom(s) |   |
| Faculty Restroom(s) |   |

VI. FOOD

A. Will the requested use include any food or concessions? ☐ YES ☐ NO

B. If yes, please explain what food or concessions will be served:

\_\_\_\_\_

C. What time will the food be served? \_\_\_\_\_

D. Where will the food be consumed? \_\_\_\_\_

E. Approximately how many people are expected to be served? \_\_\_\_\_

VII. PARKING

NOTE: Parking availability is NOT guaranteed and is at the discretion of the District school's principal/administrator.

A. If parking is needed, identify: ☐ Off-Site Parking ☐ On-Site Parking

B. Check all parking types: ☐ Self-Parking ☐ Parking Operator / Valet Company

VIII. EQUIPMENT

Will Charter School require use of any District equipment? ☐ YES ☐ NO

If YES, specify the type(s) of equipment and desired quantity of each item. (e.g. Audio/visual devices, lighting, tables, chairs, etc.)

NOTE: Charter School must request the use of furniture and equipment with the District school administrator. Additional fees may be required to be paid for the rental of equipment, labor, and/or technical services.

\_\_\_\_\_

## DISTRICT SCHOOL'S CONSENT

**\*\*CONSENT OF THE DISTRICT SCHOOL'S PRINCIPAL/ADMINISTRATOR DOES NOT CONSTITUTE THE DISTRICT'S FINAL APPROVAL OF CHARTER SCHOOL'S REQUESTED USE. FINAL APPROVAL MAY ONLY BE ISSUED BY THE REAL ESTATE DEPARTMENT.\*\***

### **MUST BE COMPLETED BY DISTRICT SCHOOL'S PRINCIPAL / ADMINISTRATOR**

**(FOLLOWING CONSULTATION WITH PLANT MANAGER, IF NECESSARY)**

1. Would the requested use impact the existing custodial cleaning schedule? ☐ YES ☐ NO
  - o If no, custodial overtime **is not required**. Write "0" in the boxes below Question 2.
  - o If yes, proceed to the next question.
2. Can the existing custodial cleaning schedule be adjusted to accommodate Charter School's requested use?  
☐ YES ☐ NO
  - o If no, please provide the number of custodians and additional time [minutes or hours] needed to prepare the space(s) for the next day's instruction.
  - o If yes, custodial overtime **is not required**. Write "0" in the boxes below.

|   |  |
|---|--|
| Requested number of custodian(s) (per day): |  |
| Requested custodial overtime (per day):     |  |

By signing below, the District school's principal/administrator consents to Charter School's requested use.

\_\_\_\_\_  
Signature of District School Principal/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
First and Last Name (Please Print)

\_\_\_\_\_  
Title

## CHARTER SCHOOL AUTHORIZED REPRESENTATIVE

By signing below, the authorized Charter School representative affirms that the information provided in this form is complete, true, and correct. Misstatements, misrepresentations, and/or omissions may result in cancellation, delay, or refusal of the request.

\_\_\_\_\_  
Signature of Authorized Charter School Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
First and Last Name (Please Print)

\_\_\_\_\_  
Title

**Charter School must submit the completed form with the District school's consent to the Real Estate Department (via email at [realestate-charter@lausd.net](mailto:realestate-charter@lausd.net), with a copy to [prop39@lausd.net](mailto:prop39@lausd.net))**

### **FOR REAL ESTATE ONLY**

Date Received: \_\_\_\_\_  
Date sent to Risk Management: \_\_\_\_\_  
Date of Final Approval: \_\_\_\_\_  
Date Charter School informed of Final Approval: \_\_\_\_\_  
Date District School informed of Final Approval: \_\_\_\_\_

**Los Angeles Unified School District  
LIST OF VENDORS FOR A SPECIAL EVENT**

EVENT: \_\_\_\_\_.

| <b>NAME OF VENDOR :</b> | <b>NOTES:</b><br>ACTIVITY<br>PERFORMED/SERVICE<br>PROVIDED or other<br>relevant information | <b>Contact<br/>Information:</b> |
|-------------------------|---|---------------------------------|
|                         |   |                                 |
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|                         |   |                                 |
|                         |   |                                 |
|                         |   |                                 |
|                         |   |                                 |
|                         |   |                                 |

**\*Vendors are any third parties associated with your event/request. Write “No Vendors”, if you will have no third parties. Upload form with application request.**