



LOS ANGELES UNIFIED SCHOOL DISTRICT

Charter Schools REQUEST FOR USE OF DISTRICT FACILITIES DURING INTERSESSION PERIODS

Please use this form to request access to and/or use of District facilities for events/programs/activities during Thanksgiving, Winter, Spring, and Summer breaks ("Intercession Periods").

INSTRUCTIONS: This form must be: (1) completed by Charter School for each requested event/program/activity during Intercession Periods, (2) presented to the District school's principal/administrator for review and written consent (following their advisement with M&O), and then (3) submitted to the District's Real Estate Department via email at realestate-charter@lausd.net (and copy prop39@lausd.net) for final approval at least **forty-five (45) days** before the first date of Charter School's requested use. (For Summer Break, this deadline is **May 15**.) 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 (including deep cleaning) during Intercession Periods, 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. For Summer Occupancy, a standard form amendment to Charter School's applicable facilities use agreement must also be executed by Charter School and the District.

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 Division of Risk Management and Insurance Services 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. During which Intercession Period is Charter School requesting access to and/or use of District facilities?

☐ Thanksgiving Break ☐ Winter Break ☐ Spring Break ☐ Summer Break (between June 30 and ten working days prior to Charter School's first day of instruction in the following school year)*

***NOTE: Access/use during Summer Break is only available if Charter School: (1) is currently occupying District facilities pursuant to Proposition 39, and (2) accepts an offer of space to remain at its current District school site in the following school year.**

- B. Is the requested use necessary for the delivery of extended school year (ESY) services pursuant to a student's individualized education program (IEP)? ☐ YES ☐ NO
- C. Is Charter School requesting administrator access to its exclusive use spaces? ☐ YES ☐ NO
- D. FOR SUMMER BREAK ONLY: Is Charter School requesting storage of its materials (e.g., textbooks, files, etc.)? ☐ YES ☐ NO

- E. 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.). If Charter School is intending to use District facilities for a Summer Session Program, please indicate whether there will be a charge for participation.

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

- ☐ Meeting/PD ☐ Festival/Fair/Carnival ☐ Inflatables
☐ Beautification Event ☐ Recreational Sports ☐ Summer Session Program
☐ Concert/Performance ☐ Fireworks ☐ Other: _____

IV. ATTENDANCE

Number of participants (if requesting administrator access only, number of administrators requiring access): _____

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

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

RESTROOMS	LOCATION (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 advisement with M&O's Complex Project Manager (CPM), Operations Program Manager (OPM), or Area Operations Supervisor (AOS))

First and Last Name of CPM/OPM/AOS Consulted (Please Print)

Title

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 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, with a copy to prop39@lausd.net)

FOR REAL ESTATE ONLY

Date Received: _____

Date sent to Risk Management: _____

Date of Final Approval: _____

Date when the Charter School is informed of Final Approval: _____

Date when the District School is informed of Final Approval: _____

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

EVENT: _____.

NAME OF VENDOR :	NOTES: ACTIVITY PERFORMED/SERVICE PROVIDED or other relevant information	Contact Information:

***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.**