

Los Angeles Unified School District FACILITY USE AUTHORIZATION

TO BE COMPLETED BY PRINCIPAL OR PRINCIPAL'S DESIGNEE:

The Applicant has requested the use of the School on the date(s), time(s) and for the purpose indicated below.

This office evaluates and processes several hundred requests for the use of school facilities. Your timely response is essential in order for Leasing and Asset Management to respond to the Applicant should the school have any concerns regarding this request and to process the documentation accordingly. Should you have any questions please call (213) 241-6785.

APPLICANT NAME: _____

SCHOOL: _____

DATE(S) AND TIME(S) OF EVENT: (See attached LICENSE APPLICATION)

The requested date(s) and time(s) is/are:

- APPROVED
 NOT APPROVED

At a minimum, the Licensee will be assessed custodial hours equal to the time of use of the event plus a charge for supplies (i.e. paper towels, toilet paper, restroom cleaning products, etc.).

WILL YOU REQUIRE ADDITIONAL CUSTODIAL HOURS? YES _____ HRS. NO

Additional Concerns: _____

My signature is necessary to begin the evaluation process. No Application is deemed approved until all documentation has been received and approved by the Leasing & Asset Management Branch and LAUSD Office of Risk Management & Insurance Services.

Signature: _____

Name/Title: _____
(Please Print)

Date: _____

Please return via fax to: Leasing & Asset Management (213) 241-6784