

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: Los Angeles Police Department

SCHOOL: Panorama High

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 894 HRS. NO

Additional Concerns:

8 hrs per Saturday
6 hrs on the final Saturday
TOTAL

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:

Principal
(Please Print)

Date:

9/13/10

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