



## Facilities Department – Real Estate Office San Francisco Unified School District

135 Van Ness Avenue, Room 116

San Francisco, CA 94102

Phone: (415)241-6090 Fax: (415)241-6552

### Facilities Use Permit Instructions

Permit Applicant must follow the instructions listed below to complete and submit the Facilities Use Permit to the Real Estate Office for final approval.

1. Contact the school or other SFUSD site that you are applying to use directly to reserve and schedule the use of facilities. Click this link: <http://www.sfusd.edu/> to find contact information for SFUSD sites. Be sure to ask about the specific rooms or spaces (i.e. Room 100, cafeteria, etc.) you hope to use. You will need to include the room number(s) or specific rooms in step 2 when you create your permit application.
2. Create your permit application. Click this link: <http://sfusdpermits.org> to go to the new online permit system and create your user account and password. Once you are in the system, click the tab "Create New Application" and following the instructions to complete your permit application.
3. Print your permit application. The system will automatically generate any addenda required for the facilities you selected through the system. Be sure to follow the DOs and DON'Ts printing instructions. Your permit application will be rejected if you fail to follow the printing instructions.
4. Sign and initial the permit application and all generated addenda forms.
5. Take the permit application and all generated addenda forms to the school or other SFUSD site you are applying to use, for the Principal, Assistant Principal, or Site Administrator to sign.
6. Submit the applicable addenda to the appropriate SFUSD departments for signature.
7. Submit the complete permit application and addenda to the Real Estate Office for final approval. Be sure to follow the instructions and deadlines stated on your permit application, "Your Responsibilities as the Permit Applicant".

**As the Permit Applicant, you are responsible for making sure that all required documents and full payment are submitted to the Real Estate Office by the due dates listed below in order to receive the final approval of your permit application. Late or incomplete permit applications will NOT be accepted and will be returned to the Permit Applicant. After submitting the permit application to the school or Real Estate Office, it is also the Permit Applicant's responsibility to contact the school and/or the Real Estate Office to follow up and ensure all required documents and full payment are submitted by the due dates listed below. Failure to do so will result in delay or denial of your permit application. An approved permit from the Real Estate Office is required in order to access District facilities. Opening of the District facilities for use will be dependent upon the Permit Applicant showing a valid, approved permit (hard copy or electronic copy from an electronic device) to the district custodian on site.**

1. **Complete permit application and all generated addenda forms with all required signatures and initials, and \$50 non-refundable application fee (if required)** – due at least **20 business days** prior to the first requested date of use. Please refer to the "Itemized Fee Estimate for FUP" page of your permit application to find out if the application fee is required.
2. **Certificate of Insurance and Additional Insured Endorsement Form** – due at least **10 business days** prior to the first requested date of use. Click the "Insurance" tab for more information.
3. **Full Payment** – Due at least **4 business days** prior to the first requested date of use.

You may access the permits "FAQ" and other information through this system. You may also go to the SFUSD website: <http://www.sfusd.edu/> and click on "Community" for additional information regarding renting and using SFUSD facilities.