



## **FREQUENTLY ASKED QUESTIONS ABOUT FACILITY USE PERMITS**

### **Who needs a permit to use a school or other district facilities?**

Anyone using a SFUSD facility outside of the regular school hours must have a permit, and must pay permit fees – including nonprofit groups, public agencies, and private or commercial users. Even SFUSD staff or a parent group needs a permit for events that require custodial services.

***Only a school's own committees or organizations*** – such as the School Site Council, ELAC, or PTA – can have a meeting outside of school hours without needing a permit, **if the site principal and/or site administrator determines that no custodial services are required** for this meeting.

Please note that if your permit is to **provide services to SFUSD students**, you may also need a **Memorandum of Understanding (MOU)**. You can find more information about MOUs under the *Community* tab at [www.sfusd.edu](http://www.sfusd.edu).

### **Important facts about all SFUSD facility use permits:**

- Use of school property shall be primarily for the public school purposes, and consistent with California Education Code. Any use of the property for other than public school purposes shall be subordinate to this primary purpose. Even outside of the regular school day, school facilities may not be available if other activities have been scheduled by the school site principal and/or site administrator.
- Submitting a permit application that is incomplete, missing signatures, or fails to meet application requirements will likely result in the permit being delayed or denied.
- SFUSD may terminate any facility use permit when there are conflicting dates or the property is needed for public school purposes. The District may terminate any permit at any time upon provision of written notice (pursuant to the Facility Use Permit Terms and Agreements, Section 10, "Termination").
- A permit may also be terminated whenever the District has reason to believe the Permittee has violated applicable rules regarding use of school property (pursuant to permit Section 10), and this violation may constitute grounds for denying further use of SFUSD property.

### **Can I get a permit to use a facility for a long period of time, or the entire school year?**

It is possible to have a permit for the entire regular school year (Fall and Spring semester). All school-year permits expire at the end of the spring semester on the last day of school. You must obtain a separate permit to use SFUSD facilities during the summer. We have special procedures during the summer because of the limited availability of our facilities. Please contact the Real Estate Office for more details.

## Getting Started

Permit applicant must work with the site principal and/or site administrator to clearly define the facilities you intend to use before you complete the permit application. You should also be prepared to provide details of the “Where, When, What and Who” related to your facility use.

- ✓ **Where:** The school site or other district facility you plan to use, and the kinds of rooms or other space you’d like to reserve. You’ll need to provide the actual room numbers for classrooms that you plan to use.
  - ✓ **When:** The dates, days of the week, and times of day you plan to use the facility - for example, if it will be offered every day, once a week, or on a weekend; and if it will be a one-time event or a program offered for a longer period of time.
  - ✓ **What:** A description of your program or event, including the kinds of activities you’ll be conducting. (For example, if you’ll provide tutoring, give an arts performance, hold an athletic tournament, rent parking spaces, or host a private event.)
  - ✓ **Who:** Indicate the number of people and any specific populations your event or program serves. (For example, if your program is for students from that school; if it’s a community event open to the general public; or if it’s private, for your guests only.)
- Be sure to carefully read the entire permit’s Terms of Agreement before signing it: this is a formal, legal document. Permit applicant signature/initial is required on the last page of the Terms & Conditions page (and on any applicable addenda).

## How do I get a facility use permit?

Here’s a general overview of the permit process. Please go to [www.sfusd.edu/](http://www.sfusd.edu/), select the blue “Community” box and select “Using and Renting SFUSD Facilities” for a copy of the Facilities Use Permit instructions.

- ✓ A separate, specific permit is required for the rental of each SFUSD facility.
- ✓ **Contact the school** before filling out the permit application to make sure the facilities are available, and to schedule use of the space. Be sure to ask about all the different rooms you hope to use, because some of the rooms or fields may not be available.
- ✓ Fill out the **Facility Use Permit application form online**. Be sure to complete all permit addenda, including those related to staffing or technical support for certain facilities.
- ✓ **Bring the application** (including any addenda) to the school **for the site principal and/or site administrator to sign**. (Please note that some addenda require additional signatures and approval – see below for more information.)
- ✓ The site principal and/or site administrator will also determine whether (and how many) District Security T-10 personnel are required for your event or program.

- ✓ **Submit your signed permit application**, including any relevant addenda; proof of insurance; and a check or money order for the \$50 application fee to SFUSD's Real Estate office, at 135 Van Ness Ave., room 116.

**We need to use different rooms on some days, or start and end at different times on some days. Can we fit these different needs into one permit?**

Yes - you can create up to ten different "reservation sets" within one permit, to use a facility at different times on different days within your permit.

The online permit application organizes and describes the dates, times, and spaces for each request as "**reservation sets**". A reservation set is one combination of easily described dates, with the same start and end times, using the same rooms or spaces.

If your program occurs at the same time every day for some consecutive number of days – for example on a Monday, Tuesday, and Wednesday of the same week - that event repeats **daily**. If the start times, end times, and rooms being used are the same every day, this requires only one reservation set. A single reservation set could also repeat **weekly**, if the start and end times, and facilities to be used, are the same each week.

Here are examples of ways to use "reservation sets" within a permit:

- **How do I create additional reservation sets?** After completing the first set of dates, times, and spaces, select \*Add Another Reservation Set\* to create that second set (a single permit can have up to ten different reservation sets).
- **Does your event occur on an irregular interval?** An example of this would be three consecutive Mondays, and one Tuesday the following month. This example requires one reservation set for the three consecutive Mondays, and a second reservation set in the same application for the Tuesday.
- **Does your event run overnight?** Create one reservation set on the first day from the start time until 11:59pm, and a second reservation set for the second day that starts at midnight, until the end time.
- **Does your event occur at different times on different days, or require different sets of rooms on different days?** Create a new reservation set within your application for each unique set of dates, times, and combination of rooms.

**What are the rules for using gyms or athletic fields?**

When using any gymnasium or indoor basketball court, permit holders must require everyone participating in the use of SFUSD property to **wear footwear with non-marking soles**.

When using District grass fields or play areas, permit holders **must not allow** anyone participating in your use of SFUSD fields to wear **cleated shoes**, or any other footwear that could damage or destroy grass or turf.

Addendum A – Use of Athletic Field/Track will automatically generate when you print your permit application. Addendum A has two pages. Permit applicant must sign off on page 2. Submit the signed Addendum A with the rest of your complete and signed permit application to the Real Estate Office.

### **How do I get a permit to use a facility during the summer break?**

All permits for facility use during the summer expire four weeks before the first day of school in the fall. This is so the custodial department can do deep cleaning of all schools before our students return. To get an idea of when the deep cleaning will take place, use the District calendar and count four (4) weeks before the first day of school.

### **Can we have access to the school's Internet network?**

**Only SFUSD staff may use district computers or computer equipment.** Permit holders who are not SFUSD employees are not allowed to use District computers or equipment, or to plug any equipment into the District network systems at any time.

As a convenience, permit holders may be given permission to connect to the SFUSD GUEST wireless signal at sites with access to this service. (Please verify this with the site).

Please note that this service is offered as a convenience, and there is no guarantee that a wireless signal will be accessible or supported at any given site on any given day.

- To use this network, connect to the wireless SFUSD-GUEST signal on your device, open a browser, and accept the Terms of Service on the displayed web page. After two hours you will be required to connect again, to limit excessive use of this shared, free service.

### **How much a facility permit cost – and what does that pay for?**

The cost for your permit will depend on the times, activities, and the spaces you request in your permit application. Permit fees recover the cost to the District for use of our facilities, including staff to support this use: custodians, security guards, kitchen staff, and technical personnel.

Facilities fees include direct costs (*such as maintenance, utilities, furnishings, supplies and equipment*) and indirect costs (*including staff to process the applications and manage invoices*).

At the beginning of each school year the Real Estate Office will update the facilities use permit fee. To see a fee structure please go to [www.sfusd.edu/](http://www.sfusd.edu/), select the blue "Community" box and select "Using and Renting SFUSD Facilities" or contact the district's Real Estate office at (415) 241-6090 for more details.

After completing your online permit application the itemized estimated fees page can be found at the end of your permit application. These fees are calculated automatically based on how

you filled out the permit application. Please note that ***these estimated fees are subject to change*** based on review of your permit application and any staffing required by your requested facilities use. These fees will be confirmed by the Real Estate office when your permit application is reviewed and approved.

### **What kind of insurance do we need to use a district facility?**

- This is a summary of insurance required for facility use permits. **Please refer to Section 18 of the Facility Use Permit application for more details** about insurance requirements.
- Facility use permits require proof of **General Liability Insurance** for at least one million dollars each occurrence, combined single limit for bodily injury and property damage. Your coverage must include damage to rented premises with a sublimit, if any, of not less than \$100,000 (one hundred thousand dollars).
- The General Liability policy must **name as Additional Insured “San Francisco Unified School District, its Board, officers and employees.”**
- Permit applicant must submit the required certificate of insurance and a separate endorsement document to the Real Estate Office at least 10 business days prior to the first requested date of using the facility. However, we encourage you to submit all the required insurance documents along with your permit application to the Real Estate Office if you have them ready.
- If you don’t have liability insurance, you can purchase coverage through the national Tenant Users Liability Insurance Policy program (TULIP) at their website:
  - <https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/products/tulip.page>
  - Click on the Purchase or Quote button and **enter the Venue ID Code** for the **San Francisco Unified School District Contract Office: GNTI-354**
  - Follow their steps to purchase coverage for your permit application.

### **Do we need to provide security staff for our program or event?**

SFUSD’s general guidelines require security guards for programs or events where:

- More than 50 people will be present, and will use multiple floors of the building, or
- More than 200 people will be present.

Site principal and/or site administrator and the Real Estate Office have the right to require security and/or police protection for any event, program or activity. Permit applicant is responsible for all security costs. The site principal and/or site administrator may also waive the security requirement based on past experience with the user group. The site principal and/or site administrator needs to indicate on your permit application whether security is needed or not needed, by checking the box on the site principal/asst. principal/site administrator page of the permit application.

If the permitting school/site has District Security T-10 available, site principal/administrator must assign the Security T-10 to provide security services for this event. Site principal/administrator must complete and sign Addendum B – Security Contract for District Security T-10, and obtain signatures from the assigned District Security T-10 and applicant. Applicant must submit the complete Addendum B with the rest of the permit application to the Real Estate Office. After performing the work, District Security T-10 must complete the lime green time report (Form 116), obtain his/her supervisor’s signature (certifying that District Security T-10 has performed the work), and submit the lime green time report (Form 116) to the Real Estate Office in order to receive payment. District Security T-10 must go to the District’s website, select the blue “Community” box and select “Using and Renting SFUSD Facilities” to download the lime green report (Form 116).

If the permitting site does NOT have District Security T-10 available, or private security is preferred, site principal/administrator must inform permit applicants that they are required to hire private security services at their own expenses directly from the District’s approved list of security companies. Applicant must go to the District’s website, select the blue “Community” box and select “Using and Renting SFUSD Facilities” for the approved list. Applicant must submit a fully executed private security contract with the rest of the permit application to the Real Estate Office.

#### **Who needs to sign the facility use permit?**

- In addition to an authorized signer from permit applicant’s organization or agency, your permit application needs to be signed by **the site principal or assistant principal, or site Administrators.**
- If your permit application includes the use of athletic field, track, or softball/baseball diamond, you must complete and sign **Addendum A: “Use of Athletic Field/Track”**, and submit the signed Addendum A with the rest of your permit application to the Real Estate Office.
- The site principal, assistant principal and/or site administrator needs to sign the permit application on the site principal/asst. principal/site administrator, and also needs to sign any relevant addenda. **Be sure to bring Addendum B, the Security Contract for District T-10** for the site principal, assistant principal and/or site administrator to review and sign.
- If your permit includes use of a kitchen, you must include **Addendum C: Application for Use of Kitchen**, which needs to be **approved by SFUSD’s office of Student Nutrition Services**. Sign this form, then scan it and email it to Student Nutrition Services at [schoollunch@sfusd.edu](mailto:schoollunch@sfusd.edu). Allow three working days to get the approved form back. Submit this signed form with the rest of your permit forms to the Real Estate office. If you have any questions, contact Student Nutrition Services at (415) 749-3604.
- If you will be filming you must include **Addendum D: Documentary/Filmmaker Checklist for Facilities Use**. Submit this form to SFUSD’s Office of Public Outreach and Communications, at 555 Franklin Street, Room #305, San Francisco, CA 94102. Submit this signed, approved

form with the rest of your permit forms to the Real Estate office. Contact the Office of Public Outreach and Communications at (415) 241-6565.

- If you will be using a school's auditorium or need audio-visual equipment, please bring **Addendum E: Technical Services Contract** with you for consultation with the site principal, assistant principal and/or site administrator. The school's site principal, assistant principal and/or site administrator and Technical Director must sign this form. Include this signed, approved form with the rest of your permit application to the Real Estate office.
- If your permit application includes District holidays or break days, you must submit **Addendum F ("District Holiday/Break Day Checklist")** with the rest of your permit application to the Real Estate Office.
- If your permit application includes volunteers, you shall ensure all volunteers execute **Addendum G ("Volunteer Waiver Form")**, maintain the waiver forms for one year after the expiration of this permit, and produce such forms upon the District's request.
- If you're applying for a permit for a district facility that is not a school, please contact the Real Estate office to confirm who should sign your permit application.

#### **How do we submit our facility use permit application?**

After filling out the permit application online, applicant will need to print your completed Facilities Use Permit application and submit that to the SFUSD's Real Estate Office at least 20 business days prior to the first requested date of use. Be sure the permit application includes all required signatures and applicable addenda, the required insurance certificate and endorsement, and [if required] the non-refundable \$50 application fee. Submit your permit application to:

**SFUSD Real Estate Office  
135 Van Ness Ave., room 116;  
San Francisco, CA 94102**

- The Real Estate Office will not accept any permit application submitted less than four business days prior to the first requested use date. Permit applications will be accepted as late as four (4) business day prior to the first use date only if the permit application is complete, with all required signatures, all required addenda, insurance endorsements, and full payment.

#### **Who is exempt from the permit application fee?**

- For most facility use permit applications, the \$50 non-refundable application fee is due when the permit application is submitted to the Real Estate Office, and the application will not be accepted without the permit application fee.

- Public departments from the City and County of San Francisco, State of California, or Federal agencies will be billed for the permit application fee, and are not required to submit the \$50 non-application fee with their permit application.
- These permit applicants are exempt from the \$50 application fee:
  - ✓ SFUSD departments and school sites
  - ✓ The PTA and other formally organized school-site parent organizations
  - ✓ Beacon programs and ExCEL program lead agencies
  - ✓ Programs where at least 75% of participants are SFUSD students or will directly serve students (for example, school staff or families).

### **How long will it take for our facility permit application to be approved?**

The SFUSD Real Estate Office will review the permit application and applicable addenda, and will send permit applicant an invoice within five business days after the facility use permit application is submitted to the Real Estate Office. The invoice will itemize all permit fees, which include fees for the facility use itself, as well as staffing costs (for custodians, security, kitchen and technical services staff). Full payment of any applicable permit fee is due no later than four business days prior to the first requested date of use.

The forms of acceptable payment are company checks, personal checks, cashier's checks or money order. Make remittances to "San Francisco Unified School District". Credit cards and cash will NOT be accepted.

### **What happens after our permit application is approved?**

- After the Real Estate Office approves a facility use permit, a copy of the approved permit will be sent to the Permittee, the school site, the Custodial Department, and to other SFUSD departments as applicable for the specific permit.
- After receiving a copy of the approved permit, the site principal and/or site principal is responsible for informing SFUSD security, to provide services as stated on Addendum B ("Security Contract for District Security T-10"). Please note that you should coordinate with the school site to confirm that any required SFUSD security staff have been scheduled.
- After receiving a copy of the approved permit, the District's Student Nutrition Services department is responsible for informing kitchen staff to provide services as stated on Addendum C ("Application for Use of Kitchen").
- The Real Estate Office will coordinate with Custodial Department to assign a custodian to open the school, be on duty during the time of the usage, and clean and secure the school after such use. Opening of the school property for use will be dependent upon Permittee showing a valid, approved facility use permit to the custodian.

- It is the responsibility of the custodian on duty to see that the rules and regulations are enforced and to report any violations or attempted violations to the school site principal and/or site administrator and his/her Custodial Supervisor. All approved permit applicants must cooperate with requests and orders from the custodian, or other District representatives, regarding compliance with the requirements of the facility use permit and applicable rules.

### **What if I want to cancel my permit, or change the date, time, or facility I want to use?**

Permittee must notify the Real Estate Office of any changes to the schedule or facilities on your approved Permit. Permittee will be responsible for any additional fees resulting from these changes, per Section 21 of the Terms and Agreements (“Fee for Cancellation/Change”).

To cancel an approved Permit you must give written notice to the Real Estate Office at least four business days prior to the first requested use date. For cancellation at least 10 business days prior to the first requested use date the District will refund your permit fees, minus 15% cancellation fee. For cancellation from 4-9 business days prior to the first requested use date, the District will refund fees minus 30% cancellation fee. No refund will be issued for cancellation less than four business days prior to the first requested use date.

Permittee shall be responsible for any Additional Fees incurred if Permittee’s actual use of the School Property goes beyond the use and scheduled approved in the Permit. The Additional Fees include all applicable permit fees for Permittee’s use of School Property beyond the use and schedule approved in this Permit, plus an additional charge of \$100 per day for each day of Permittee’s use of the School Property beyond the use and schedule approved in the Permit.

### **Can the permit requirement be “waived” if we promise to clean up after ourselves?**

All permit applicants must pay for custodial services. Even SFUSD staff or the school’s parent group needs an approved permit for events that require custodial services.

SFUSD’s schools are being used more than ever – and it’s harder to keep them clean and safe for our students and staff. Many sites struggle to control rodents, roaches, fleas and other pests. While many people believe they won’t make a mess, or can clean up after themselves, in fact nearly everyone uses the bathrooms and impacts garbage and waste collection.

District procedures require SFUSD custodians to clean school bathrooms before children arrive in the morning; deal properly with the garbage and compost; and use non-toxic cleansers to ensure student safety. For these reasons, anyone using the building is required to have a permit, and to cover the costs for custodial services.

**What if I have trouble gaining access to the school property after my permit is approved?**

If unable to gain access to school property, please call the **emergency number: (415) 695-5665**.

- Please make sure permittee have a copy of the approved permit with you. Opening of the school facilities for use will depend on you showing a valid, approved permit (hard copy or electronic copy from an electronic device) to the custodian or SFUSD security staff on site

**Find out more about renting SFUSD facilities at [www.sfusd.edu/rentingfacilities](http://www.sfusd.edu/rentingfacilities)  
or contact the Real Estate Office at (415) 241-6090.**