

**How to get a T10 paid.**

- 1) T10 complete and sign Form 116
- 2) Obtain supervisor's signature
- 3) Supervisor must indicate on the form whether the hours worked were overtime or extra time
- 4) Submit the complete Form 116, Addendum B, and the first page of the approve permit, to the Real Estate Office no later than one pay period after work is completed

**Address:**

SFUSD - Real Estate/Permit Office  
 135 Van Ness Ave., Room 116  
 San Francisco, CA 94102  
 Tel: (415) 241-6090  
 Office Hours: M--F, 8:00 AM – 12:00 PM & 1:00 PM -- 4:30 PM

**EXAMPLE: Form 116**

**FORM116** rev.10/2017 (Must be printed on LIME GREEN STOCK ONLY)

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**BIWEEKLY CLASSIFIED OVERTIME/EXTRA TIME REPORT**

*For Real Estate Office – Facilities Use Permit Only*

NAME: Brown, Jim D #: 012345  
Name (Last, First) must be entered

CLASSIFICATION: T10 EMPLOYMENT RECORD # \_\_\_\_\_  
(Office Use Only)

DEPARTMENT/UNIT: Aptos Middle School PERIOD # 25 FROM 11-24 TO 12-12 20 17  
Name of assigned work location must be entered

**INSTRUCTIONS**

The Overtime/Extra Time report must be submitted with a copy of the first page of the approved permit & applicable Addenda to the Real Estate Office no later than one Pay Period after work is completed in order to process for payment. Incomplete or incorrect time report will be returned and the Payroll Department will not process payment until the correct time report is submitted to the Real Estate Office.

**NO EXCEPTIONS.**

DAY	DATE	REASON FOR OVERTIME <small>(please indicate approved permit #)</small>	START TIME	END TIME	OT / EXTRA TIME*	APPROVED EARNING CODE <small>(from Real Estate Office)</small>
Thurs	10/26/17	P1801316	2pm	6pm	4 EXTRA TIME	
<b>TOTAL HOURS</b>				4hrs		

I certify that I have performed overtime / extra time as indicated above.

Jim Brown 11/1/17

EMPLOYEE SIGNATURE DATE

\*Employee's Supervisor must indicate overtime or extra time.

Print name, Signature 11/1/17

PRINT NAME & SIGNATURE OF EMPLOYEE'S SUPERVISOR DATE

I have authorized the employee named above to work overtime / extra time and funds are available.

**Section D**

REAL ESTATE DATE

**EXAMPLE: Addendum B Security Contract for District Security T10**

12/12/2017

Print P1801316 | SFUSD Facilities Reservation System

Facility: Aptos Middle School

**Addendum B**

Permit Number: P1801316

**Security Contract for District Security T10**

Site Principal/Site Administrator, Permit Applicant, and District Security T10 Responsibilities

Site Principal/Administrator must COMPLETE this contract.

Site Principal/Administrator, the assigned District Security T10, and applicant must SIGN this contract.

*If security service is required and the permitting school/site has District Security T-10 available to provide the security service, Site Principal/Site Administrator must complete Addendum B, assign the District Security T-10 to cover the hours, and make sure the assigned District Security T-10 and permit applicant sign and date Addendum B. Applicant must submit the complete Addendum B (signed by the site principal, applicant, and District Security T-10) 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 the District Security T10 has performed the work), and submit the complete lime green time report (Form 116) to the Real Estate Office in order to receive payment. District Security T10 must go to the District's website (<http://www.sfusd.edu>), select the blue "Community" box and select "Using and Renting SFUSD Facilities" to download the lime green time report (Form 116).*

*If the permitting school/site does not have District Security T-10 available or private security is preferred, in the District's sole discretion, applicant shall hire private security at its sole cost from the list of District approved security companies. Applicant must go to the District's website (<http://www.sfusd.edu>), select the blue "Community" box and select "Using and Renting SFUSD Facilities" for a list of approved private security companies. Applicant shall submit a fully executed private security contract with the rest of the permit application to the Real Estate Office, verifying that the Applicant has purchased private security to cover the entire time of the event.*

**Requested District Security T10 Time**

**Security fees for weekdays when school is in session:**

Name of T-10	Date(s)	Day(s) of Week	Start & End Time	# of Hours
1. <b>Jim Brown</b>	<b>10/26/17</b>	<b>Thursday</b>	<b>2pm - 6pm</b>	<b>4hrs</b>
2. <b>Dan Smith</b>	<b>10/27/17</b>	<b>Friday</b>	<b>1pm - 6pm</b>	<b>5hrs</b>

# of District Security T10: \_\_\_\_\_ x Total Hours: \_\_\_\_\_ x \*\$39.50/Hour = \$ \_\_\_\_\_

**Security fees for weekends, holidays, spring break, summer break, winter break, furlough days, professional development days, and any days when school is NOT in session:**

Name of T-10	Date(s)	Day(s) of Week	Start & End Time	# of Hours
1.				
2.				

# of District Security T10: \_\_\_\_\_ x Total Hours: \_\_\_\_\_ x \*\$50.75/Hour = \$ \_\_\_\_\_

**Total Cost: \$ \_\_\_\_\_**

*(\*The security hourly rate includes benefits and does not reflect the T-10's rate in which they will be paid.)*

*Security fee and permit fees are due no later than 4 business days prior to the first requested date of use.*

Applicant/Permittee agrees to pay the above security fee to: San Francisco Unified School District  
Real Estate Office  
135 Van Ness Avenue, Room 116  
San Francisco, CA 94102

I attest that I have read, understood and agree to the above terms and conditions.

<i>Jim Brown</i>	<b>Jim Brown</b>	<b>9/30/17</b>
Signature of District Security T-10	Print Name of District Security T10	Date
<i>Dan Smith</i>	<b>Dan Smith</b>	<b>9/30/17</b>
Signature of District Security T-10	Print Name of District Security T10	Date
Signature of District Security T-10	Print Name of District Security T10	Date
Signature of District Security T-10	Print Name of District Security T10	Date
<i>John Dole</i>	<b>John Dole</b>	<b>9/25/17</b>
Signature of Applicant/Permittee	Print Name of Applicant/Permittee	Date
<i>Site principal</i>	<b>Site Principal</b>	<b>9/30/17</b>
Signature of Site Principal/Site Administrator	Print Name of Site Principal/Site Administrator	Date

**Section C**

**EXAMPLE: First page of approved permit**

12/12/2017



**Aug 30, 2017**

**SFUSD** SAN FRANCISCO PUBLIC SCHOOLS

San Francisco Unified School District  
 Real Estate and Asset Management Office  
 135 Van Ness Avenue, Room 116  
 San Francisco, California 94102  
 T: 415.241.6090 | F: 415.241.6552  
 Office Hours: Monday through Friday  
 8:00 AM – 12:00 PM, 1:00 PM – 4:30 PM

Print P1801316 | SFUSD Facilities Reservation System

**Facilities Use Permit Application for Use of SFUSD Property**

Permit Number: P1801316

Facility: Aptos Middle School **APPROVED**

A complete Facilities Use Permit Application must be submitted to the Real Estate Office at least twenty (20) business days prior to the first scheduled use.

<p><b>Applicant</b></p> <p><b>Type:</b> Private or Commercial Organization</p> <p><b>Name:</b> Ron Weasley</p> <p><b>Title:</b> Program Leader</p> <p><b>Organization:</b> Weasley Tree Planting Company</p> <p><b>Address:</b> 123 Forest street San Francisco CA 94102</p> <p><b>Email:</b> clam071914@gmail.com</p> <p><b>Phone:</b> 415-123-4567</p> <p><b>FAX:</b></p>	<p><b>Contact Person</b></p> <p>Same as Applicant</p>
---	---

**A. Does this request correspond with a Memorandum of Understanding or contract with SFUSD?**

- MOU (attach copy)       Contract (attach copy)       None

**B. Check the following, if applicable to this request.**

- This is for a Beacon Program     This is for an EXCEL Program     My organization received SFUSD funding for activities related to this request

*If this is a Beacon and/or EXCEL Program, please submit your permit and the required insurance documents directly to the EXCEL Office for prior approval. EXCEL Office telephone number: (415) 750-4500*

Approved by EXCEL Office: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**C. Requested Date(s) and Times of Use.**

Reservation Set	Day(s) of Week/Month	Number of Days	Frequency	Calendar Date(s)	Time of Use Include set up and take down time
1	Monday, Tuesday, Wednesday, Thursday, Friday	5 days	weekly	10/23/2017 - 10/27/2017	01:00 PM - 06:00 PM

Are any requested dates on a District holiday?       Yes       No

Are any requested dates on a District break day?       Yes       No

*If YES, Applicant/Permittee must also submit Addendum F ("District Holiday/Break Day Checklist"). Use on District holidays/break days may incur extra fees per Section 20 ("Permit Fees"). If Applicant/Permittee does not specify requested District holiday/break dates, District shall understand this to mean that Applicant/Permittee's requested dates exclude District holidays/break days.*

Total number of days: **5**

NOTE: A complete Facilities Use Permit Application—with all pages, signatures, required attachments, applicable fees, and insurance documents—must be received by the Real Estate Office before it will be considered for approval. Failure to meet application requirements may result in delay/denial of the application. An approved Permit is only valid when signed by the Real Estate Office with all pages and required attachments. EMERGENCY NUMBER IF UNABLE TO GAIN ACCESS TO BUILDING: 415.695.5665  
**SFUSD Facilities Use Permit Application – rev. June 2016**

**Section C**