

Facilities Use Permit Instructions – ExCEL CBOs

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 completed 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 may 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. Permits that are covered under the Beacon MOU and/or ASES & 21st Century grants, please refer to the **ExCEL FAQ** for detailed information on completing FUPs that are for the ExCEL/Beacon programs.

Permits that are NOT covered under the Beacon MOU and/or ASES and 21st Century grants, submit the complete permit application, addenda and insurance 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 for the final approval of your permit. Late or incomplete permit applications will NOT be accepted and will be returned to the Permit Applicant. After submitting the permit application to ExCEL Office or Real Estate Office, it is the Permit Applicant’s responsibility to contact the Real Estate Office to follow up and ensure all required documents have been submitted. Failure to do so may result in delay or denial of your permit application.

Once Real Estate receives a complete FUPs with all required signatures, documents and full payment, the turnaround time for approval of FUPs is 5 business days. Incomplete FUPs will delay the approval process.

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) to the custodian.

1. **Complete permit application and all generated addenda forms with all required signatures and initials** – due at least **20 business days** prior to the first requested date of use. **Exception: Summer and Fall and Spring permits must be submitted to the ExCEL Office by April 15th. If April 15th falls on a holiday or weekend, permits must be submitted to the ExCEL Office by the following business day.**
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** – Full payment is due at least 4 business days prior to the first requested date of use. Facility Use Permits will not be issued until full payment is received.