



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 – For ExCEL CBOs Only

ExCEL Permit Applicant must follow Steps 1-7 to complete and submit the FUP to the ExCEL Office. ExCEL Office must follow Step 8 to submit the FUP 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. Use your online permit system account. If you do not already have an account, click this link: <http://sfusdpermits.org> to go to the SFUSD 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. Submit the complete permit application to the ExCEL Office at least 25 business day 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.**
8. ExCEL Office will a) review all permit applications, b) sign or write a note on the permit application, and c) submit the permit application to the Real Estate Office within 5 business days from date of receipt for final approval. Please refer to the ExCEL FAQ.

As the Permit Applicant, you are still 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 school and/or ExCEL Office, it is the Permit Applicant's responsibility to contact the school/ExCEL Office/Real Estate Office to follow up and ensure all required documents have been submitted in a timely manner. 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.

9. **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.**
10. **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.
11. **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.