

- 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.
- **ALWAYS bring Addendum B** (“Security Contract for District Security T-10”), for the principal to review, even if you don’t think you will need security. (This forms verifies if the principal determines you do NOT require security).
 - If security is required, have site principal/administrator review and complete Addendum B, assign District security T10 for the event. Principal must fill out Addendum B in its entirety, sign and date. The assigned District Security T-10 and applicant must also sign and date Addendum B. 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 must hire professional security services directly from a private security company and submit a fully executed security contract to the Real Estate Office. Please go to the SFUSD <http://www.sfusd.edu/>, select the blue “Community” box and select “Using and Renting SFUSD Facilities” for a list of SFUSD approved security companies.
 - Submit the signed Addendum B with the rest of your permit application to the Real Estate Office.
- If your permit application includes the use of kitchen, you must complete and sign Addendum C (“Application for Use of Kitchen”), and obtain approval from the SFUSD’s Office of Student Nutrition Services.
 - After the principal signs your permit, scan and email Addendum C and the signed permit to the Office of Student Nutrition Services at schoollunch@sfusd.edu. **Allow three (3) working days to receive the approved Addendum C back.** If you have any questions, contact Student Nutrition Services at (415)749-3604.
 - Submit the signed and approved Addendum C with the rest of your complete and signed permit application to the Real Estate Office.
- If your permit application includes filming and/or photo shoot, you must complete and sign Addendum D (“Document/Filmmaker Checklist”), and obtain approval from the SFUSD’s Office of Public Outreach and Communications.
 - After principal signs your permit application, scan and email Addendum D and the signed permit to the Office of Public Outreach and Communications at newsline@sfusd.edu. **Allow at least seven (7) business days to receive the approved form back.** If you have any questions, contact Office of Public Outreach and Communications at (415)241-6565.
 - Submit the signed and approved Addendum D with the rest of your complete and signed permit application to the Real Estate Office.
- If your permit application includes the use of the District’s audio-visual equipment, please bring Addendum E (“Technical Services Contract”) with you, and complete this form in consultation with the site principal.
 - The site principal, school Technical Director, and the permit applicant must all sign this Addendum E.
 - Submit the signed and approved Addendum E 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/Closed 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.