

Your Responsibilities as the Permit Applicant

Facility: auto generated

Permit number: auto generated

You as the Permit Applicant are responsible for making sure that all required documents and full payment are submitted to the Real Estate Office by the due date for the final approval of your permit. After submitting your permit application to the school or Real Estate Office, it is your responsibility to contact the school and/or the Real Estate Office to follow up and submit the required documents. If you fail to do so, your permit application may be denied or delayed. 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 from the smart phone) to the custodian.

- In order for the Real Estate Office to approve your permit application, your permit application must include all required signatures & initials, all applicable addenda, certificate of insurance & additional insured endorsement form, and full payment. Always include to your permit number when sending documents or inquiring about your permit application.

- The deadline for submitting your complete permit application to the Real Estate Office is no later than twenty (20) business days prior to the first requested date of use.** Please see “Terms and Conditions of the Facilities Use Permit” or FAQ for deadline details.

Submit your permit application to: SFUSD Real Estate Office
135 Van Ness Ave., Room 116
San Francisco, CA 94102

- The deadline for submitting your certificate of insurance and additional insured endorsement form is no later than ten (10) business days prior to the first requested date of use.** Please click the “Insurance” tab of the online system for an example of the certificate of insurance and endorsement and more details.
- The deadline for submitting full payment of the permit fee is no later than four (4) business days prior to the first requested date of use.**

Please refer to the “Itemized Fee Estimate” section of your permit application to find out if the \$50 non-refundable application fee is required. If so, you must submit your permit application with the \$50 application fee. Permit application without the application fee will be rejected. 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.

Requirements Prior to Submitting Your Permit Application to the Real Estate Office

- Print your Facilities Use Permit Application and all applicable addenda according to printing instructions from the online system. **Permit applications printed not according to printing instructions or with missing pages will be rejected and returned to the permit applicant.**
- Sign the permit application at the end of the “Terms and Conditions of the Facilities Use Permit” page and all applicable addenda. You will also need to initial Sections 16 and 17 of the Terms and Conditions page (related to indemnity and waiver of liability), Section H (if applicable) regarding Volunteer Waiver Form and sign all applicable addenda forms.
- 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. If you are applying for a permit for a District facility that is not a school site and you don’t know who should sign your permit as the Site Administrator, please contact the Real Estate Office at (415) 241-6090.

- 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.