

## SFUSD Facilities Use Permits Frequently Asked Questions for ExCEL After School Programs

**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 in order to receive final approval of your permit.**

ExCEL CBOs must send ALL of their FUPs to the ExCEL Office first. ALL ExCEL and Beacon permits, that will be paid by the ExCEL Office, must be signed by the ExCEL office. For FUPs that are outside of the Beacon MOU or ExCEL agreement, ExCEL Office will not sign the FUP, but will write a note under Section B that states ExCEL will not pay for it.

The “ExCEL” box is checked ONLY for FUPs for M-F until 6:30 PM. FUPS for evening, weekends, holidays or breaks are NOT considered ExCEL programs for the purposes of a FUP.

The “Beacon” box is checked ONLY for FUPs that are part of the Beacon MOU. FUPs for any non Beacon MOU hours are NOT considered a Beacon for the purposes of a FUP.

Permits received by Real Estate that have not been signed by ExCEL per above will NOT be processed. Real Estate will send the applicant an email (cc: ExCEL) regarding submission process. There will be a DELAY in the permit being approved if the applicant sends the FUP to Real Estate without ExCEL's signature.

Late or incomplete permit applications will NOT be accepted and will be returned to the Permit Applicant.

When submitting the permit application to the school, ExCEL Office or Real Estate Office, it is the Permit Applicant’s responsibility to follow up and submit the required documents.

**\*Failure to do so may result in delay or denial of your permit application. \***

**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.**

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, Fall and Spring permits must be submitted to the ExCEL Office by April 15th.** If April 15<sup>th</sup> falls on a holiday or weekend, then the permit must be submitted to the ExCEL Office by the following business day. CBOs must submit a separate permit for the summer.

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.

**Full Payment** – Due at least **4 business days** prior to the first requested date of use.

### **ExCEL Program During the School Year:**

#### **A. From the End of the School Day Until 6 pm or 3 hours:**

For school year ExCEL Permits, CBOs will not be charged the custodial fees from the end of the school day (including early release days) until 6 pm or 3 hours whichever is longer per the Excel grant requirements.

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The ExCEL Central Office provides funding to the Custodial Department. Real Estate does not get billed for the custodial costs.

ExCEL CBOs will not be charged facilities fees as the facilities are the District's in kind match contribution required by the ASES and 21<sup>st</sup> Century grants.

**The ExCEL Central Office does not cover any security, kitchen or technical costs attached to an ExCEL FUP. The Real Estate Office will charge the CBO for those costs, if any.**

When completing the Section: **TO BE COMPLETED BY THE APPLICANT:**

<p><b>Applicant Type:</b> <u>ExCEL CBOs are NOT SFUSD School or Dept.</u> Applicant type is auto generated, based on the information the applicant enters when he/she creates applicant profile when he/she creates the account. Excel CBOs should NOT select "SFUSD School or Department" as their applicant type when they create their applicant profiles. Only SFUSD Schools or Departments can select this category. They should select the other options that apply to their own organizational type.</p>	<p><b>Name:</b> This should be the same person who is authorized to sign on behalf of organization/applicant on the end of the "Terms and Conditions of the Facilities Use Permit" page.</p> <p><b>Title:</b> This should be the title of the person who signs the end of the "Terms and Conditions of the FUP" page.</p> <p><b>Organization:</b> This should be the name of the organization listed on the INSURANCE document</p>	<p><b>Contact Person:</b> This is the person Real Estate will contact with questions, send the approved FUP, and invoice (if applicable). It should be someone easily accessible and knowledgeable about the FUP.</p>
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**Early Release days:** Early Release days are included in the ExCEL FUP. HOWEVER, you must complete a separate reservation for each early release day. For example, if there is an early release day every Wednesday and Thursday, the FUP will have Two (2) reservations:

Reservation Set	Day(s) of week/month	Number of days	Frequency	Calendar date(s)	Time of use
1	Mon, Tues, Friday	108	weekly	August 15-May 25	3:40-6:40pm
2	Wednesday, Thursday	72	weekly	August 15-May 25	2:40-6:40pm

If there are two early release days with different times, then there will be THREE (3) reservations:

Reservation Set	Day(s) of week/month	Number of days	Frequency	Calendar date(s)	Time of use
1	Mon, Tues, Friday	108	weekly	August 15-May 25	3:40-6:40pm
2	Wednesday	36	weekly	August 15-May 25	2:40-6:40pm
3	Thursday	36	weekly	August 15-May 25	1:40-6:40pm

**Insurance:** When submitting your FUP to the ExCEL Office for signature, be sure to include the certificate of insurance and the additional insured endorsement.

**If there are any changes that need to be made to the FUP after you submitted the FUP to Real Estate and before approval of your FUP, you must contact Real Estate to unlock the FUP. Real Estate will not accept handwritten changes. If you want to add additional hours or facilities after Real Estate approved your FUP,**

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**you must submit a new FUP for the additional hours/facilities. If you want to reduce hours or facilities after Real Estate approved your FUP, you must inform Real Estate Office in writing, and you will not receive a refund. Please refer to Section 21 of the Terms and Conditions of your FUP for additional information.**

### **B. Permits that are Outside of the Time Limit as Described in Section A Above:**

Please do NOT combine the use of District facilities that are part of the District's in-kind match contribution as described in Section A above with the use of facilities that at NOT part of the District's in-kind contribution in one FUP.

A separate FUP is required to be submitted by the CBO for any days and/or hours outside of the Section A above. The CBO will be billed directly by the Real Estate Office. This includes any hours **before the program starts or after 6pm or three hours after school ends, whichever is longer**. The Real Estate Office will charge ExCEL CBOs according to the District's current fee schedule (including facilities costs and all applicable staffing costs) for any ExCEL permits that are outside of the time limit as described in Section A above. There will not be any District in-kind match contribution for these permits. Full payment is due at least four business days prior to the first requested date of use.

### **Dual ExCEL and Beacon Programs During the School Year:**

Please do NOT combine the use of District facilities that are part of the District's in-kind contribution as described in the Beacon MOU with the use of facilities that NOT part of the District's in-kind contribution in on FUP.

Excel CBO must submit a separate FUP for the District's in-kind contribution as described in the Beacon MOU. The Real Estate Office will not charge the CBOs for the use of District facilities that are part of the District's in-kind contribution.

Excel CBO must submit a separate FUP for any days and/or hours outside of the District's in-kind contribution as described in the Beacon MOU. The CBO will be billed directly by the Real Estate Office. The Real Estate Office will charge CBO according to the District's current fee schedule (including facilities costs and all applicable staffing costs) for any permits that are outside of the District's in-kind contribution as described in the Beacon MOU. There will not be any District in-kind match contribution for these permits.

### **Free Saturdays Per Beacon MOU:**

- CBOs shall designate the free Saturdays by attaching a note to the permit application to inform Real Estate Office in writing the Saturdays they would like to use as the free Saturdays. The note should be submitted with the permit application and should be dated and signed by the permit applicant, and should include the permit # and Saturdays that CBOs wish to use as free Saturdays per the Beacon MOU. Once CBO has designated the free Saturdays, CBO will not receive a refund for any cancellation, for whatever reason, for the designated free Saturdays.
- If CBO does not attach a note to the permit to identify the free Saturdays, Real Estate Office will understand this to mean that CBO does not wish to use the free Saturdays for that permit.
- If the CBO cancels, for whatever reason, any designated free Saturdays, no refund will be issued and no credit will be issued for another free Saturday.
- If the District cancels any designated free Saturday, the District will issue credit for another free Saturday. Credit must be used by the end of the school year (last day of the spring semester). Credit not used by the end of the school year will expire and will not roll over to the next school year.
- No refund will be issued to the CBO for any cancellation of designated free Saturdays.

### **All other in-kind services under the terms of Beacon MOU and ASES and 21st Century Grants:**

- If the CBO cancels, for whatever reason, any in-kind services dates/hours, no refund and no credit will be issued to the CBO.
- If the District cancels any in-kind service dates/hours, no refund will be issued to the CBO. The CBO may make up the loss of use by submitting another permit for the in-kind service dates/hours. The CBO must still comply with the terms and conditions of the Beacon MOU and ASES and 21st Century Grants, when applying the permit for the in-kind service make up dates/hours.

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### **Non-ExCEL Contract and/or Beacon MOU FUPs for CBOs:**

A separate FUP is required to be submitted by the CBO for any days and/or hours outside of EXCEL's in-kind contributions and the SFUSD-Beacon MOU. The CBO will be billed directly by the Real Estate Office and will charge according to the District's current fee schedule (including facilities costs and all applicable staffing costs). There will not be any District in-kind match contribution for these permits.

### **Dual ExCEL and Beacon Programs During the Summer:**

Agencies that operate both an ExCEL and Beacon programs during the summer should submit one FUP for both programs **ONLY IF** both programs are within the District's and DCYF's in-kind contribution time requirements as described in the Beacon MOU.

- ExCEL's in-kind contributions will cover costs from 8 am to 3 pm, Monday to Friday, except during the District's mandatory cleaning period and holidays.
- DCYF will cover the costs from 3 pm to 6 pm, Monday to Friday, except during the District's mandatory cleaning period and holidays.
- The CBO will be responsible for any days and/or hours outside of EXCEL's in-kind contributions and the SFUSD-Beacon MOU

*Please do **NOT** combine the use of District facilities that are part of the District's and DCYF's in-kind match contribution as described in the Beacon MOU with the use of facilities that are not part of the District's and DCYF's in-kind contribution in one FUP.*

A separate FUP is required to be submitted by the CBO for any days and/or hours outside of EXCEL's in-kind contributions and the SFUSD-Beacon MOU. The CBO will be billed directly by the Real Estate Office and will charge according to the District's current fee schedule (including facilities costs and all applicable staffing costs). There will not be any District in-kind match contribution for these permits.

### **ExCEL Program During the Summer:**

For Summer 2017 Excel Permit, ExCEL CBOs will not be charged facilities fees and will receive a 15% discount on custodial fees. The 15% custodial discount does not apply to the use of the facilities during the Custodial Department's mandatory cleaning period.

There will be additional custodial charges billed directly to the CBO for the following request:

- the use of facilities during the mandatory cleaning period. This may include an additional daily custodial charge plus additional charge for cleaning at the end of the permit.
- any security, kitchen or technical costs attached to an ExCEL FUP

Agencies that are running more than one program at a single school site should submit ONE FUP.

If two or more CBOs are running a summer program at the same school site, EACH CBO must submit its own FUP.

### **ExCEL-SFUSD Real Estate Helpful Tips**

- 1) How do I apply for a SFUSD Facilities Use Permit (FUP)?
  - a. Create a FUP via <http://sfusdpermits.org>  
Follow the instructions stated on your FUP, "Your Responsibilities as the Permit Applicant".
- 2) When is the deadline to submit the FUP to the Excel Office?
  - a) Deadline for fall & spring semester FUP: April 15<sup>th</sup>

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- b) Deadline for summer FUP: April 15<sup>th</sup>
- 3) When is the deadline to submit full payment to the Real Estate Office?
- Full payment is due at least four business days prior to the first requested date of use.
  - Real Estate Office must receive complete FUP with all required addenda, signatures, and initials, insurance and full payment in order to approve your FUP. Approved FUP is required in order to access District facilities. CBOs will not be allowed to access District facilities without an approved FUP from the Real Estate Office.
- 4) Who needs to sign the FUP?
- All FUP forms **must** be printed out and signed by the following:
    - Principal of the school site the CBO is requesting the FUP for
    - Applicant, whom is the authorized signatory of CBO applying for the FUP
    - Contact person is the Site Coordinator whom will be at the requested site indicated on the FUP
  - Ensure all signatures and the following sections are completed PRIOR to submitting the FUP to ExCEL for processing:
    - Sections:
      - A, B, C, E, F, G, H - if yes, initial and complete addendum G, I
      - Page 6:
        - Principal's signature
        - Applicant's initials and signature
    - Section B of the FUP:**
      - Box One:**
        - This is for a **Beacon** Program: Only check this box if:
          - Your agency is listed in the Beacon MOU and you agency is an ExCEL Lead Agency funded through a contract to administer the ExCEL/Beacon After School Program
          - The times/hours/days for the FUP are part of the Beacon MOU.  
There are no fees associated for this FUP as per the terms and conditions of the Beacon MOU.
      - Box Two:**
        - This is for an **ExCEL** Program: Only check this box if:
          - Your agency is an ExCEL Lead Agency funded through a contract to administer the ExCEL After School program at the school and
          - The FUP is for the entire school year for the after school program (it is not for a Family Night or weekend event).  
There are no fees associated for this FUP if the use of District facilities is within the time limit described in Section A above.
  - Addendum B - Security Contract**

Please review and discuss with the Site Principal to determine if a SFUSD security is required for your permit. If security is required, the principal and applicant must complete and sign Addendum B.

**Note:** Do NOT check either box if you do not meet the above criteria. Send the FUP directly to Real Estate. ExCEL does NOT need to sign the FUP. Real Estate will send the invoice to your agency directly.

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- i. Reminder: If a SFUSD Security/T-10 has been identified in your afterschool budget for school year and/or summer services, please do not request a security via FUP as your site will be billed for the requested service.
- e. Be sure to the completed permit application has:
  - i. All addenda forms generated by the system  
AND
  - ii. Obtain Site Principal's signatures for all addenda forms applicable to the FUP you are requesting
  - iii. COI insurance and a separate endorsement form, naming the SFUSD, its board, officers and employees as additional insured.

\*Friendly reminder to read the entire permit's Terms of Agreement **before signing** as this is a formal, legal document. \*

### c) What about Fees?

Fees vary per permit. The District launched a new feature of the online permit application, which will be able to calculate the estimated fees for your permit for you!

- a. Visit: <http://www.sfusd.edu/>
- b. Click on "Community"
- c. Then click on "Using and Renting SFUSD Facilities" for additional information.
- d. The online system will generate the estimated fees.
  - i. Once the Real Estate Office received the permit, they will review and confirm the fees by sending the applicant the invoice.
  - ii. If you have a question about the fees on your invoice, please call or email Carmen Segarra-Soberanis at SFUSD Real Estate:
    - a. 415- 241-6090
    - b. [segarrac@sfusd.edu](mailto:segarrac@sfusd.edu)
    - c. Office hours: M-F 8am to 12pm, 1pm to 4:30pm

### d) Which programs submit to whom:

- a. ExCEL FUPs for the school year from the end of school day until 6 pm or summer submit to:
  - i. ExCEL office c/o Jennifer at [quevedoj@sfusd.edu](mailto:quevedoj@sfusd.edu)
- b. Beacon Centers submit to:
  - i. Beacon Central Office c/o Erica Hernandez at [Erica.Hernandez@dcyf.org](mailto:Erica.Hernandez@dcyf.org)

### e) Questions regarding:

- a. Completing the FUPs
  - i. Email Jennifer @ ExCEL: [quevedoj@sfusd.edu](mailto:quevedoj@sfusd.edu)

### f) What happens if there is damage to the facility during the FUP Hours?

- a. If there is damage to the facility during FUP hours (e.g: broken window, door, wall, etc.). Complete an incident report with the FUP number included and submit it to Jennifer @ ExCEL [quevedoj@sfusd.edu](mailto:quevedoj@sfusd.edu) Jennifer will forward the incident report to the Real Estate Office and site principal. If the damage is due to the program's negligence, the applicant will be charged for the repair, or a claim may be filed against the applicant's insurance for the repair. Real Estate Office will contact Risk Management Office and the FUP contact person. If the damage is due to normal wear and tear, SFUSD will fix the damage. Site principal will need to submit a work order to Buildings and Grounds Dept.