



**Facilities Department – Real Estate Office
San Francisco Unified School District**

135 Van Ness Avenue Rm 116

San Francisco, CA 94102

Phone: (415)241-6090 Fax: (415)241-6552

Instructions for Site Improvement Permit - Mural

The complete Permit with all required approvals, signatures, insurance documents, and exhibits approved by Simon Reyes, must be submitted to Cynthia Lam of the Real Estate Office (via e-mail: tamc@sfusd.edu) for review and final approval at least 20 business days prior to the first requested start date. The following documents must be included in the complete permit packet.

Incomplete permit packet will not be accepted and returned to the Permittee.

To Do Items:

- [] **1. Mural Permit:** Mural Permit is required for any murals what will be installed, created or constructed on District property. A permit must be completed and signed by the organization or individual sponsoring or leading the mural project, hereinafter referred to as the "Permittee".
- [] **2. Exhibit A:** Site plan that shows the location of the Permit Area.
Please contact Simon Reyes (District's architect at e-mail: reyess@sfusd.edu or tel: 415-355-6979) if Permittee has any questions, comments and/or concerns regarding the site plan. Written approval from Simon is required.
- [] **3. Exhibit B:** Description of the scope of work and specifications for the project.
Please contact Simon Reyes (District's architect at e-mail: reyess@sfusd.edu or tel: 415-355-6979) if Permittee has any questions, comments and/or concerns regarding the scope of work and specifications. Written approval from Simon is required.
- [] **4. Exhibit C - Mural Consent Form:** The Mural Consent Form must be completed and signed by the Permittee and Permittee's artist. Please see Section 3.11 of the Permit for District's requirements related to the installation of artwork or murals.
- [] **5. Exhibit D – Agreement and Release of Liability:** Permittee shall cause each of its volunteers to execute this Volunteer Liability Release and Hold Harmless Agreement. Permittee shall maintain all such agreements for four years after the Permit's expiration, and produce such forms upon District request. Please see Section 12.5 of the Permit.
- [] **6. OPOC Approval:** Permittee must obtain written approval for the proposed image, design and content of the mural from:
Office of Public Outreach & Communications (OPOC)
555 Franklin Street, Room #305
San Francisco, CA 94102
Phone (415) 241-6565, FAX (415) 241-6036
Email: newslne@sfusd.edu
The approved image, design, and content of the mural (signed off by OPOC) must be submitted to the Real Estate Office and will be attached to the Permit.
- [] **7. Insurance:** Certificate(s) of Insurance and an additional insured endorsement form, naming the District, its Board, officers and employees as additional insured, as required per the permit. Please refer to the insurance section of the permit for more information.
- [] **8. Letter of Consent:** Permittee must provide a Letter of Consent from the Site Principal authorizing this mural project.