Checklist for Submitting Your Facilities Use Permit Application

Step by step instructions for submitting your complete Facilities Use Permit application.

☐ Print the facilities use permit form and all applicable Addenda (please see our FAQ for detailed instructions).

☐ Sign the permit application on the last page. You also need to initial the Sections 16 and 17 in the Terms and Agreements (related to indemnity and waiver of liability), and sign all applicable Addenda forms.

☐ Take the permit application and all Addenda forms to the school or other SFUSD site you’re applying to use, for the Principal, Assistant Principal, or Early Education School Site Administrator to sign.

  • Be sure to bring Addendum B, the Security Contract, for the principal to review – even if you don’t think you need security. (This form verifies if the principal determines you do not require security.)
  • The school or site staff may make corrections by hand on your form – those changes can be entered into the permit database at the Real Estate office.
  • If you’re applying for a permit for a district facility that is not a school, please contact the Real Estate office to confirm who should sign your permit application.

☐ If your permit includes use of a kitchen, you must complete Addendum C: Application for Use of Kitchen, which needs to be approved by SFUSD’s Office of Student Nutrition Services.

  • After the principal signs your permit, scan and email Addendum C to Student Nutrition Services at schoollunch@sfusd.edu. Allow three working days to get the approved form back.
  • Submit this signed, approved form with the rest of your permit forms to the Real Estate office. If you have any questions, contact Student Nutrition Services at (415) 749-3604.

☐ If you will be filming you must include Addendum D: Documentary/Filmmaker Checklist for Facilities Use, which needs to be approved by SFUSD’s Office of Public Outreach and Communications.

  • After the principal signs your permit, submit Addendum D to the Office of Public Outreach and Communications, at 555 Franklin Street, Room #305, San Francisco, CA 94102. Allow at least three working days to get the approved form back.
  • Submit this signed, approved form with the rest of your permit forms to the Real Estate office. If you have questions, contact the Office of Public Outreach and Communications at (415) 241-6565.

☐ If you will be using a school’s auditorium or need audio-visual equipment, please bring Addendum E: Technical Services Contract with you, and complete this form in consultation with the principal.

  • The school’s principal or Technical Director must sign this form.
  • Submit this signed, approved form with the rest of your permit forms to the Real Estate office.

➢ We encourage you to submit the completed permit application to Real Estate Office at least 20 business days prior to the first requested date of use. Please see our FAQ for deadline details.

Be sure the application includes all required signatures, all applicable Addenda, the required insurance certificate and endorsement, and the non-refundable $50 application fee (this fee is waived for Tier 1 and 2 permit user groups; please see the FAQ for details).

Submit your application to:

SFUSD Real Estate Office
135 Van Ness Ave., room 116
San Francisco, CA 94102

For more information about renting SFUSD facilities visit [www.sfusd.edu/rentingfacilities](http://www.sfusd.edu/rentingfacilities) or contact the Real Estate Office at (415) 241-6090.

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