



## FREQUENTLY ASKED QUESTIONS ABOUT FACILITY USE PERMITS

### Who needs a permit to use a school or other district facilities?

Anyone using an SFUSD facility outside of the regular school day must have a permit, and must pay permit fees – including nonprofit groups, public agencies, and private or commercial users. Even SFUSD staff or a parent group needs a permit for events that require custodial services.

**Only a school's own committees or organizations** – such as the School Site Council, ELAC, or PTA – can have a meeting outside of school hours without needing a permit, **if the principal determines that no custodial services are required** for this meeting.

Please note that if your permit is to **provide services to SFUSD students**, you may also need a **Memorandum of Understanding (MOU)**. You can find more information about MOUs under the *Community* tab at [www.sfusd.edu](http://www.sfusd.edu).

If your permit is related to an **afterschool program**, you might not need your own permit. You can **coordinate directly with other afterschool program providers**, such as the ExCEL or Beacon site director, to consider developing a joint facility use permit.

### Important facts about all SFUSD facility use permits:

- Use of school property shall be primarily for the public school purposes, and consistent with California Education Code. Any use of the property for other than public school purposes shall be subordinate to this primary purpose. Even outside of the regular school day, school facilities may not be available if other activities have been scheduled by the school principal.
- Submitting a permit application that is incomplete, missing signatures, or fails to meet application requirements will likely result in the permit being delayed or denied.
- SFUSD may terminate any facility use permit when there are conflicting dates or the property is needed for public school purposes. The District may terminate any permit at any time upon provision of written notice (pursuant to the Facility Use Permit Terms and Agreements, Section 10, "Termination").
- A permit may also be terminated whenever the District has reason to believe the Permittee has violated applicable rules regarding use of school property (pursuant to permit Section 10), and this violation may constitute grounds for denying further use of SFUSD property.

### Can I get a permit to use a facility for a long period of time, or the entire school year?

It is possible to have a permit for the entire regular school year. All school-year permits expire at the end of the spring semester (on the last day of school, which this year is **May 29, 2014**). You can obtain a permit to use SFUSD facilities during the summer, but we have special procedures during the summer because of the limited availability of our facilities.

## How do I get a facility use permit?

Here's a general overview of the permit process. (Please see the detailed instructions on the following pages. You can also find a checklist at [www.sfusd.edu/rentingfacilities](http://www.sfusd.edu/rentingfacilities) )

- ✓ A separate, specific permit is required for the rental of each SFUSD facility.
  - ✓ **Contact the school** before filling out the permit application to make sure the facilities are available, and to schedule use of the space. Be sure to ask about all the different rooms you hope to use, because some of the rooms or fields may not be available.
  - ✓ Fill out the **Facility Use Permit application form online**. Be sure to complete all permit addenda, including those related to staffing or technical support for certain facilities.
  - ✓ **Bring the application** (including any addenda) to the school **for the principal to sign**. (Please note that some addenda require additional signatures and approval – see below for more information.)
  - ✓ The principal will also determine whether (and how many) SFUSD security personnel are required for your event or program.
  - ✓ **Submit your signed permit application**, including any relevant addenda; proof of insurance; and a check or money order for the \$50 application fee to SFUSD's Real Estate office, at 135 Van Ness Ave., room 116.
- \* The following user groups are exempt from the permit application fee: SFUSD departments and schools; PTA and other formal school-site parent groups; ExCEL and Beacon program providers; and programs/events where at least 75% of the participants are SFUSD students, staff or families.

## How do I fill out the Facilities Use Permit application?

**Starting September 2014, SFUSD has an online form for all Facilities Use Permit applications!**

You can find a link to the online permit, this FAQ and a one-page application checklist at  
**[www.sfusd.edu/rentingfacilities](http://www.sfusd.edu/rentingfacilities)**  
or go directly to the form at **[www.sfusdpermits.org](http://www.sfusdpermits.org)**

## Getting Started

You should work with the principal or their designated staff to clearly define the facilities you intend to use before you complete the permit application. You should also be prepared to provide details of the "Where, When, What and Who" related to your facility use.

- ✓ **Where:** The school site or other district facility you plan to use, and the kinds of rooms or other space you'd like to reserve. You'll need to provide the actual room numbers for classrooms that you plan to use.
  - ✓ **When:** The dates, days of the week, and times of day you plan to use the facility - for example, if it will be offered every day, once a week, or on a weekend; and if it will be a one-time event or a program offered for a longer period of time.
  - ✓ **What:** A description of your program or event, including the kinds of activities you'll be conducting. (For example, if you'll provide tutoring, give an arts performance, hold an athletic tournament, rent parking spaces, or host a private event.)
  - ✓ **Who:** Indicate the number of people and any specific populations your event or program serves. (For example, if your program is for students from that school; if it's a community event open to the general public; or if it's private, for your guests only.)
- Be sure to carefully read the entire permit's Terms of Agreement before signing it: this is a formal, legal document. Your signature is required on page 5 of the permit application (and on any addenda); you also need to initial the permit on page 5, sections 16 and 17.

**We need to use different rooms on some days, or start and end at different times on some days. Can we fit these different needs into one permit?**

Yes - you can create up to ten different "reservation sets" within one permit, to use a facility at different times on different days within your permit.

The online permit application organizes and describes the dates, times, and spaces for each request as "**reservation sets**". A reservation set is one combination of easily described dates, with the same start and end times, using the same rooms or spaces.

If your program occurs at the same time every day for some consecutive number of days – for example on a Monday, Tuesday, and Wednesday of the same week - that event repeats **daily**. If the start times, end times, and rooms being used are the same every day, this requires only one reservation set. A single reservation set could also repeat **weekly**, if the start and end times, and facilities to be used, are the same each week.

Here are examples of ways to use "reservation sets" within a permit:

- **How do I create additional reservation sets?** After completing the first set of dates, times, and spaces, select \*Add Another Reservation Set\* to create that second set (a single permit can have up to ten different reservation sets).
- **Does your event occur on an irregular interval?** An example of this would be three consecutive Mondays, and one Tuesday the following month. This example requires one reservation set for the three consecutive Mondays, and a second reservation set in the same application for the Tuesday.

- **Does your event run overnight?** Create one reservation set on the first day from the start time until midnight, and a second reservation set for the second day that starts at midnight, until the end time.
- **Does your event occur at different times on different days, or require different sets of rooms on different days?** Create a new reservation set within your application for each unique set of dates, times, and combination of rooms.

### **What are the rules for using gyms or athletic fields?**

When using any gymnasium or indoor basketball court, permit holders must require everyone participating in the use of SFUSD property to **wear footwear with non-marking soles**.

When using District grass fields or play areas, permit holders **must not allow** anyone participating in your use of SFUSD fields to wear **cleated shoes**, or any other footwear that could damage or destroy grass or turf.

### **How do I get a permit to use a facility during the summer break?**

All permits for facility use during the summer expire four weeks before the first day of school in the fall. This is so we can do deep cleaning of all schools before our students return. For 2015, summer permit procedures will be in place from May 30 through July 19.

The first day of school for the 2015-16 school year will be Monday, August 17.

### **Can we have access to the school's Internet network?**

**Only SFUSD staff may use district computers or computer equipment.** Permit holders who are not SFUSD employees are not allowed to use District computers or equipment, or to plug any equipment into the District network systems at any time.

As a convenience, permit holders may be given permission to connect to the SFUSD GUEST wireless signal at sites with access to this service. (Please verify this with the site).

Please note that this service is offered as a convenience, and there is no guarantee that a wireless signal will be accessible or supported at any given site on any given day.

- To use this network, connect to the wireless SFUSD-GUEST signal on your device, open a browser, and accept the Terms of Service on the displayed web page. After two hours you will be required to connect again, to limit excessive use of this shared, free service.

## **How much does a facility permit cost – and what does that pay for?**

The cost for your permit will depend on the times, activities, and the spaces you request in your permit application. Permit fees recover the cost to the District for use of our facilities, including staff to support this use: custodians, security guards, kitchen staff, and technical personnel.

Facilities fees include direct costs (*such as maintenance, utilities, furnishings, supplies and equipment*) and indirect costs (*including staff to process the applications and manage invoices*).

**SFUSD has updated our facility use permit fees, effective March 1, 2015.** Please see the charts at the end of this “FAQ” for more information about the fee structure. You can find more detailed information online at [www.sfusd.edu/rentingfacilities](http://www.sfusd.edu/rentingfacilities) or contact the district’s Real Estate office at (415) 241-6090.

After completing your online permit application you can also generate a page with itemized, estimated fees. These fees are calculated automatically based on how you filled out the permit application. Please note that ***these estimated fees are subject to change*** based on review of your application and any staffing required by your requested facilities use. These fees will be confirmed by the Real Estate office when your permit application is reviewed and approved.

## **What kind of insurance do we need to use a district facility?**

- This is a summary of insurance required for facility use permits. **Please refer to Section 18 of the Facility Use Permit application for more details** about insurance requirements.
- Facility use permits require proof of **General Liability Insurance** for at least one million dollars each occurrence, combined single limit for bodily injury and property damage. Your coverage must include damage to rented premises with a sublimit, if any, of not less than \$100,000 (one hundred thousand dollars).
- The General Liability policy must **name as Additional Insured “San Francisco Unified School District, its Board, officers and employees.”**
- You must submit the required certificate of insurance and a separate endorsement form to the Real Estate Office at least 10 business days prior to the first requested date of using the facility. However, we encourage you to submit all the required insurance documents along with your permit application to the Real Estate Office if you have them ready.
- If you don’t have liability insurance, you can purchase coverage through the national Tenant Users Liability Insurance Policy program (TULIP) at their website:
  - <https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/products/tulip.page>
  - Click on the Purchase or Quote button and **enter the Venue ID Code** for the **San Francisco Unified School District Contract Office: GNTI-354**
  - Follow their steps to purchase coverage for your permit.

## Do we need to provide security staff for our program or event?

SFUSD's general guidelines require security guards for programs or events where:

- More than 50 people will be present, and will use multiple floors of the building, or
- More than 200 people will be present.

Principals and the Real Estate Office have the right to require security and/or police protection for any event, program or activity. If security is required, please submit Addendum B, Security Contract (signed by the principal) with your facility use permit application.

The permit holder is responsible for all security costs. The principal may also waive the security requirement based on past experience with the user group. The principal needs to indicate on your application form whether security is needed or not needed, by checking the box on Page 3 of the permit application.

If security services are required and SFUSD security staff is not available, you will be required to hire security services at your own expense from an SFUSD-approved security company. Applicants must provide the Real Estate Office a fully executed contract verifying the Applicant has purchased security service to cover the entire time of the event. The fully executed contract is due at least 15 business days prior to the first requested date of use.

## Who needs to sign the facility use permit?

- In addition to an authorized signer from your organization or agency, your permit application needs to be signed by **the school's principal or assistant principal, or Site Administrators for Early Education school sites.**
- The principal, assistant principal or site administrator needs to sign the permit application on page 3, and also needs to sign any relevant addenda. **Be sure to bring Addendum B, the Security Contract** for the principal to review and sign (this form also verifies if the principal determines your permit does not require security).
- If your permit includes use of a kitchen, you must include **Addendum C: Application for Use of Kitchen**, which needs to be **approved by SFUSD's office of Student Nutrition Services**. Sign this form, then scan it and email it to Student Nutrition Services at [schoollunch@sfusd.edu](mailto:schoollunch@sfusd.edu). Allow three working days to get the approved form back. Submit this signed 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**. Submit this form to SFUSD's Office of Public Outreach and Communications, at 555 Franklin Street, Room #305, San Francisco, CA 94102. Submit this signed, approved form with the rest of your permit forms to the Real Estate office. 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 for consultation with the principal. The school's principal or Technical Director must sign this form. Include this signed, approved form with the rest of your permit forms to 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.

### **How do we submit our facility use permit application?**

After filling out the permit application forms online, you need to print your completed Facilities Use Permit application and submit that to the SFUSD's Real Estate Office at least 20 business days prior to the first requested date of use. Be sure the application includes all required signatures and applicable addenda, the required insurance certificate and endorsement, and the non-refundable \$50 application fee. Submit your application to:

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

- The Real Estate Office will not accept any permit application submitted less than four business days prior to the first requested use date. Permits will be accepted as late as four business day prior to the first use date only if the permit application is complete, with all required signatures, all required addenda, insurance endorsements, and full payment.

### **Who is exempt from the permit application fee?**

- For most facility use permit applications, the \$50 non-refundable application fee is due when the permit application is submitted to the Real Estate Office, and the application will not be accepted without the application fee.
- Public departments from the City and County of San Francisco, State of California, or Federal agencies will be billed for the application fee, and are not required to submit the \$50 non-application fee with their permit application.
- These permit applicants are exempt from the \$50 application fee:
  - ✓ SFUSD departments and school sites
  - ✓ The PTA and other formally organized school-site parent organizations
  - ✓ Beacon programs and ExCEL program lead agencies
  - ✓ Programs where at least 75% of participants are SFUSD students or will directly serve students (for example, school staff or families).

### **How long will it take for our facility permit application to be approved?**

The SFUSD Real Estate Office will review the permit application and addenda, and will send you an invoice within five business days after the facility use permit application is submitted to the Real Estate Office. The invoice will itemize all permit fees, which include fees for the facility use itself, as well as staffing costs (for custodians, security, kitchen and technical services staff). Full payment of any applicable permit fee is due no later than four business days prior to the first requested date of use.

### **What happens after our permit is approved?**

- After the Real Estate Office approves a facility use permit, a copy of the permit will be sent to the Permittee, the school site, the Custodial Department, and to other SFUSD departments as applicable for the specific permit.
- After receiving a copy of the approved permit, the site principal is responsible for designating SFUSD security, as needed. Please note that you should coordinate with the school site to confirm that any required SFUSD security staff have been scheduled.
- After receiving a copy of the approved permit, the District's Student Nutrition Services department is responsible for designating kitchen staff if applicable for your permit.
- The Real Estate Office will coordinate with Custodial Department to assign a custodian to open the school, be on duty during the time of the usage, and clean and secure the school after such use. Opening of the school property for use will be dependent upon Permittee showing a valid, approved facility use permit to the custodian.
- It is the responsibility of the custodian on duty to see that the rules and regulations are enforced and to report any violations or attempted violations to the school principal and his/her Custodial Supervisor. All permit holders must cooperate with requests and orders from the custodian, or other District representatives, regarding compliance with the requirements of the facility use permit and applicable rules.

### **What if I want to cancel my permit, or change the date, time, or facility I want to use?**

You must notify the Real Estate Office of any changes to the schedule or facilities on your approved Permit. You must provide a copy of your Permit showing handwritten revisions initialed by the principal. You will also be responsible for any additional fees resulting from these changes, per Section 21 of the Terms and Agreements ("Fee for Cancellation/Change").

To cancel an approved Permit you must give written notice to the Real Estate Office at least four business days prior to the first requested use date. For cancellation at least 10 business



days prior to the first requested use date the District will refund your permit fees, minus 15%. For cancellation from 4-9 business days prior to the first requested use date, the District will refund fees minus 30%. No refund will be issued for cancellation less than four business days prior to the first requested use date.

### **Can the permit requirement be “waived” if we promise to clean up after ourselves?**

Anyone besides SFUSD staff who use the building outside regular school hours must have a permit, and must pay for custodial services. Even SFUSD staff or the school’s parent group needs a permit for events that require custodial services.

SFUSD’s schools are being used more than ever – and it’s harder to keep them clean and safe for our students and staff. Many sites struggle to control rodents, roaches, fleas and other pests. While many people believe they won’t make a mess, or can clean up after themselves, in fact nearly everyone uses the bathrooms and impacts garbage and waste collection.

District procedures require SFUSD custodians to clean school bathrooms before children arrive in the morning; deal properly with the garbage and compost; and use non-toxic cleansers to ensure student safety. For these reasons, anyone using the building is required to have a permit, and to cover the costs for custodial services.

### **What if I have trouble gaining access to the school property after my permit is approved?**

If unable to gain access to school property, please call the **emergency number: (415) 695-5665**.

- Please make sure you have a copy of the approved permit with you. Opening of the school facilities for use will depend on you showing a valid, approved permit to the custodian or SFUSD security staff on site.

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

## 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 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](mailto:schoollunch@sfusd.edu). Allow three working days to get the signed 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 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 (*see the FAQ for details about permits that are exempt from this fee*).

**List of SFUSD Holidays and Closed Days**  
2014-2015 School Year

It is possible to use a district facility on a holiday or when school is out, but you will incur additional fees. These dates are holidays, observed holidays, and other times during the school year when school facilities are closed.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>July 4, 2014</b> – Independence Day (Holiday)  | <input type="checkbox"/> <b>February 20, 2015</b> – President’s Day Observance (Holiday)  |
| <input type="checkbox"/> <b>August 12-14, 2014</b> – Professional Development Days   | <input type="checkbox"/> <b>March 30, 2015</b> – Cesar Chavez Day Observance (School Sites and CDP Centers Closed, and District Offices Open) |
| <input type="checkbox"/> <b>September 1, 2014</b> – Labor Day (Holiday)  | <input type="checkbox"/> <b>March 31-April 3, 2015</b> – Spring Break (School Sites and CDP Centers Closed, and District Offices Open)        |
| <input type="checkbox"/> <b>October 13, 2014</b> – Columbus Day/ Indigenous People’s Day/ El Dia de la Raza (Holiday)                          | <input type="checkbox"/> <b>May 25, 2015</b> – Memorial Day (Holiday)   |
| <input type="checkbox"/> <b>November 11, 2014</b> – Veteran’s Day Observance (Holiday)   |   |
| <input type="checkbox"/> <b>November 26-28, 2014</b> – Thanksgiving Recess   |   |
| <input type="checkbox"/> <b>Dec. 22, 2014 to January 2, 2015</b> – Winter Break  |   |
| <input type="checkbox"/> <b>December 25, 2014</b> – Christmas Day (Holiday)  |   |
| <input type="checkbox"/> <b>January 1, 2015</b> – New Year’s Day (Holiday)   |   |
| <input type="checkbox"/> <b>January 19, 2015</b> – Martin Luther King Day (Holiday)  |   |
| <input type="checkbox"/> <b>February 19, 2015</b> – Lunar New Year Observance (School Sites and CDP Centers Closed, and District Offices Open) |   |

**Note:**

**August 18, 2014 – First Day of School**

**May 29, 2015 – End of Spring Semester**

**Summer Break: May 30-August 16, 2015**

Summer scheduling applies for use of schools and permit fees.

Schools will not be available for renting from July 20 - August 16, 2015 as we will be cleaning all schools to prepare for the beginning of fall semester.

**August 17, 2015 – First Day of School**

## SFUSD Facility Use Permits – Summary of Tiered Permit Fees

Effective March 1, 2015

Our fee structure provides discounts on permits for activities serving SFUSD students:

Types & Rules for Permit Fees	Tier 1 District or school site events *	Tier 2 Programs serving SFUSD students †	Tier 3 Community groups and nonprofits	Tier 4 Private or commercial events
<b>Application fee</b>	No permit application fee	No permit application fee	\$50 permit application fee	\$50 permit application fee
<b>Facility fees for indoor spaces</b>	No facility costs	50% discount on facility costs	10% discount on facility costs	Pay 100% of facility costs
<b>Facility fees for outdoor spaces</b>	Pay 100% of staffing costs	Pay 100% of staffing costs	Pay 100% of staffing costs	Pay 100% of staffing costs
<b>Per-vehicle parking fees</b>	No per-vehicle fees for parking	No per-vehicle fees for parking	\$3 per vehicle, per day; minimum of 25 vehicles	\$10-12 per vehicle, per day; minimum of 25 vehicles
<b>Staff for parking, when also renting other spaces</b>	Time for cleaning	Time for cleaning	Time for cleaning	Time for cleaning
<b>Staff for parking, when renting parking only</b>	Opening, supervision and cleaning	Opening, supervision and cleaning	Opening, supervision and cleaning	Opening, supervision and cleaning

\* For example, School Site Council and English Learner Advisory Committee meetings, and school events.

† For Tier 2 discount, at least 75% of participants must be SFUSD students, or directly serve SFUSD students (such as district staff and families).

## Determining User Groups for Tiered Facility Fees

