



March 31, 2026

Facility Use Permits & Licenses  
Application Processing Update

To All Civic Center Permit and Licensing Applicants:

The memo is meant to inform Community Use (formerly labeled as Third-Party Facility Use) applicants and clarify the application process for the 2026-2027 School Year. The Real Estate and Business Development team is now accepting the following applications:

Civic Center Permits	Through June 30, 2026
Short-Term Licenses	Through June 30, 2027
Long-Term Licenses	Ongoing

Note: All Civic Center and Short-Term License applications must end on or before June 30. **If you have a summer program that spans June and July, you must submit two separate applications** (start of program through June 30 and July 1 through end of program). Staff is evaluating opening applications for longer periods and aligning Civic Center and Short-Term License application windows. Additional guidance on this will be available in the fall.

Applications are processed on a first-come, first-served basis. To reserve your place, your application must meet the following minimum requirements:

1. Complete application form
2. Receipt of processing fees
3. Receipt of a valid certificate of insurance (COI) and current Waiver of Liability through the requested permit period

Once the application has been received, an Agent will be assigned. Your application will be reviewed for completeness, and outreach to the host site will begin. If the applicant does not meet minimum requirements, the application will be deemed incomplete. Applications that are deemed incomplete will be returned to the applicant for modification, and a new date and time of submission will be entered (where applicable) once all minimum requirements have been met. To apply, log into the Online Facility Use Application System, complete the application



and upload all required documents. We appreciate that obtaining insurance at application stage can present challenges. We are currently evaluating this policy and will share updated guidance in the fall.

A few reminders:

1. The webpage for all Community Use Applications is located here: <https://facilities.lausd.org/apps/pages/licenses-and-permits>. **All applications must be submitted via the Online Facility Use Application System.**
2. All applications must be approved by Risk Finance and Insurance Services (<https://riskfinance.lausd.org/apps/pages/RMICUleasingandciviccenter>). Please ensure you meet all requirements before your submission. COIs should list the following entity:  
Los Angeles Unified School District &  
The Board of Education of the City of Los Angeles  
333 S. Beaudry Ave, 28th Floor, Los Angeles, CA 90017
3. All fundraising applications must go through the fundraising portal (<https://fundraising.lausd.net/>) **and** the Community Use Application process.
4. All filming permits must be processed through FilmLA (<https://filmla.com/areas-served/#school-districts>).

Should you have any questions, please contact our office at 213-241-6900 or email: [facilities-use@lausd.net](mailto:facilities-use@lausd.net). Thank you for your interest in using Los Angeles Unified School District facilities.

Sincerely,

DocuSigned by:  
*Mark Borison*  
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Mark Borison  
Director  
Real Estate and Business Development

**PLEASE READ THE FOLLOWING SUPPLEMENTAL INFORMATION CAREFULLY****Qualifying for Civic Center Rates:**

Civic Center permits and their associated discounts use fees are available to non-profit groups formed to promote youth and school recreational activities that are open to the “general public” for participation. Applicants must truthfully disclose the fees (including but not limited to membership fees, tournaments fees, donations, etc.) they charge participants monthly. The purpose of the non-profit organization must pertain to the activity for which the applicant is requesting a Civic Center permit (i.e., a non-profit organized to “save the whales” is not eligible to receive a Civic Center permit for a youth basketball league. However, the non-profit could be eligible for a permit for their monthly meetings.).

**Eligibility for Civic Center Rates:**

Confirmation of your eligibility will be determined for a Civic Center permit, by uploading the following documents:

- Your organization’s non-profit 501(c) Employer Identification Number (EIN) on our application.
- Written confirmation that the nonprofit organization is registered and current with the Department of Justice at [Verification](#).
- Organization’s filed IRS Form 990 or 990N
- Articles of Incorporation and Bylaws
- Organization’s participant registration or enrollment form that the individual (and or parent/guardian) signs to join your organization.
- All processing and expedited fees must be paid in advance to start the process of your application. Processing and expedited fees are non-refundable.

**Civic Center Permit Caps and Limits:**

We strive to offer as many opportunities as possible for the public to access District facilities for approved public events or activities. However, we have overwhelming demand for the use of many District facilities, particularly athletic fields. Throughout the District, we often have more demand than we have facilities available. To better serve more groups and organizations, and to make access to our facilities more equitable, the following guidelines will be in effect:

- Groups are allowed to apply for only **one (1)** school site beginning November 10, 2025. Beginning December 15, 2025, groups may submit a new Facility Use Application online to request **one (1)** additional school site, if needed/available.
- Weekend Use: **One (1)** weekend day, Saturday or Sunday, will be made available to all groups.
- Weekday Use: Application for permits on a weekday are limited to a maximum of **two (2)** nights per week per applicant. (i.e. Tuesday and Thursday or Monday and Tuesday)

- Applicants can only apply for **one (1)** school site per application.
- Parking is **NOT** available under Civic Center rates. If you would like parking, you must submit a separate application.

### **Processing Fees**

It is best to submit your complete applications 30 to 45 days in advance of your first date of use. Processing and expedited fees must be paid upfront to process your application. Any application submitted less than 21 days before the first requested date will incur the following fees, based on the submission date of a **complete application**:

- 15 to 20 days before the start of your event: expedited fee of **\$200**
  - 10 to 14 days before the start of your event: expedited fee of **\$250**
  - 5 to 9 days before the start of your event: expedited fee of **\$300**
  - Less than five days before the start of your event: expedited fee of **\$350**
- (Please keep in mind, expedited fees do not include a processing fee)**

**All processing and expedited fees must be paid in advance to begin the process of your application. Processing and expedited fees are non-refundable.**

### **To Apply:**

1. Complete the Facility Use Application online.
  - Use this link: **Licenses and Permits** and select “Click Here to Start Your Application”.
  - If you have applied to the Facilities Use Application Portal in the past, simply log in with the Username and Password used for this entity/group previously.
  - Only one (1) type of school facility may be requested per application. A separate application must be submitted for each facility requested. (For example, you may apply for use of the gym at School A and the football field at School A in two separate applications, but not on the same application).
2. Upload your current insurance certificate. District’s insurance requirements can be found at **Insurance Compliance**
3. Upload the Waiver of Liability, Assumption and Risk, and Indemnity Agreement. **Waiver of Liability**
4. Upload the Letter of Understanding Regarding Non LAUSD Entities. **Letter of Understanding**
5. If applying as a non-profit organization, upload the documents requested above to confirm your status as a qualifying non-profit by uploading the required documents.

**PLEASE MAKE SURE YOUR APPLICATION IS COMPLETE.** If any items/documents are missing or

incomplete when your application is submitted, then your application will be returned to you to correct or upload documents as needed. Applications are not considered complete until all required documents have been received.

### **RECEIVING A LICENSE AGREEMENT OR PERMIT:**

Once your application has been processed, successful applicants will receive an email confirming the requested District facility has been reserved pending payment of the invoice attached to the email. Payment must be received within seven (7) calendar days following the date of the confirmation notice. If payment is not received within seven (7) calendar days, your application will be cancelled. **Please note the \$90.00 processing fee and any expedited fee will not be refunded.**

License Agreements/Permits will begin no earlier than five (5) days following the issuance of the permit to allow sufficient time for the District to coordinate staff to monitor the approved activity at the permitted facility.

Applicants may now submit payment by cashier's check, money order or credit card. For credit card payments, you must click on the credit card payment option once you accept the cost proposal. Payment by credit card must be made at least three (3) days prior to the first date of use. Payment in full is required before a license agreement/permit is issued. Scanned or emailed photos of a check and/or money order are not acceptable as proof of payment or to process the permit in good faith.

Payment by cashier's check or money order must be sent via United States Postal Service (USPS), UPS, or FedEx payable to:

Los Angeles Unified School District (LAUSD)  
Real Estate and Business Development Department  
333 S. Beaudry Avenue, 1st Floor  
Los Angeles, CA 90017

### **CANCELLATIONS and REFUNDS**

Application processing fees and expedited fees are non-refundable.

Credit card transaction service charges are non-refundable.

If LAUSD, its agents, or officers cancel an event (or part), the applicant will be refunded the cost of portion thereof, of the license or permit fee only. Please submit the request to [refunds@lausd.net](mailto:refunds@lausd.net) for processing.

**NO REFUNDS will be provided for events cancelled by the applicant or permittee.**

### **Qualifying for Long-term Agreements (NOI):**

Long-term agreements or Notice-of-Intention Agreements (NOI) are available for applicants who complete the long-term agreement application process. (Please keep in mind that long-term agreements may require a public

bidding process if multiple long-term applicants submit a long-term agreement application for the same facility).

### **The Long-term agreement process and procedures:**

- Applicant/s will submit an online application to request to enter into Long-term Agreement for use of a LAUSD facility. The LAUSD Real Estate & Business Development Department will initiate the Long-term Agreement by following the Notice-of-Intention process.
- In accordance with the California Education Code, the “Notice-of-Intention” (“Notice”) must be published three times in a period of not less than 15 days in a newspaper of general circulation published in the district. Applicants must follow the directions in the “Notice” to receive a Long-term Agreement Package
- Applicants must sign and return the Long-term Agreement Package as indicated in the published “Notice”. This long-term agreement package is to be **sealed and submitted** to the LAUSD Real Estate & Business Development Department at the address (email submissions will not be accepted):

Attn: LAUSD Real Estate & Business Development Department  
333 S Beaudry Ave, 1<sup>st</sup> Floor, Los Angeles, CA, 90017

- Applicants must submit the non-refundable processing fee of \$150.00 by the date and time specified in the “Notice”. (Each package must be accompanied with a **SEPARATELY SUBMITTED** payment by CREDIT CARD, CASHIER'S CHECK, CERTIFIED CHECK or MONEY ORDER made payable to the LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD) for processing fees.) **PAYMENTS MUST BE SUBMITTED SEPARATELY FROM THE LONG-TERM AGREEMENT PACKAGE FOR PROCESSING.**
- The LAUSD Real Estate & Business Development Department will review all complete Long-term Agreement Package forms on the due date indicated in the “Notice”. If multiple, qualified packages are received, ALL applicants will be required to appear in public at or about 11:00 AM. on following date (“following date” shall mean date immediately after the initial due date i.e. due date Monday, public appearance date to be Tuesday).
- Any person of legal age (18 years old) and with written authority of a bidder that is present at said meeting shall be given an opportunity to raise the bids orally after the sealed bid amounts are announced; the starting initial oral bid shall exceed by at least 10 percent (10%) the highest of any written bid received. Overbids will proceed at an accelerated increase of \$100 per round until the bidding is finalized. The District and/or LAUSD Board of Education reserves the right to reject any bid or all bids if it deems such action for the best public interest; and, to withdraw said property from the license for which the Bid Form was submitted.

- If any bid or bids are accepted, the agreement to be executed by the Real Estate Department shall include provisions which are the same as those contained in the instrument entitled *LICENSE AGREEMENT*.
- If your bid is accepted, the monthly Payment invoice and License Agreement will be forwarded for your review and execution. Payment is due within five (5) business days from the delivery of the Payment invoice and License Agreement.
- A valid Certificate of Insurance naming the Los Angeles Unified School District and Its Board Members as additional insured, along with the executed License Agreement and fees, must be received the Real Estate & Business Development Office. You will NOT have any right to use the facilities until the License Agreement has been executed by the District, the District has received payment of all required fees and the District has accepted your Certificate of Insurance.

**Should you have any additional questions, please contact our office at 213-241-6900 or email: [facilities-use@lausd.net](mailto:facilities-use@lausd.net)**