

TO BE COMPLETED BY LAUSD PRINCIPAL OR PRINCIPAL'S DESIGNEE

LOS ANGELES UNIFIED SCHOOL DISTRICT | REAL ESTATE & ASSET MANAGEMENT DEPARTMENT

FACILITY USE AUTHORIZATION FORM

GROUP/ ORGANIZATION NAME: _____

PRIMARY CONTACT NAME: _____ EMAIL: _____
PHONE: _____

The primary contact is the individual named as the licensee and who is authorized to submit an application for the use of facilities for the above organization

Applicant has requested use of the School on date(s), time(s) and for the purpose indicated below:

SCHOOL SITE REQUESTED: _____

FACILITY REQUESTED: _____

DATE(S) AND TIME(S) OF EVENT *(Please review Request for Use):*

APPROVED NOT APPROVED

Concerns/ Restrictions: _____

Principal (or designee) acknowledgment. My signature below:

- Constitutes approval to begin the evaluation process of this application.
- Confirms that this event(s) will be entered into our calendar.
- Ensures that school site will schedule appropriate staff to be available during the event.

Principals or Designees Signature: _____ Date: _____

Name/Title (PLEASE PRINT): _____

Phone (DIRECT LINE): _____ Email: _____

This office evaluates and processes a large number of requests for use of school facilities. Your timely response is essential to ensure timely processing and communications between the LAUSD Real Estate & Asset Management Department, the Applicant and the School Site.

No request is deemed approved until all documentation and applicable fees have been received and approved by the LAUSD Real Estate & Asset Management Department and the Division of Risk Management.

Return this completed form to the LAUSD Real Estate & Asset Management Department:

Via E-mail:
facilities-use@lausd.net

OR

Via Mail:
333 S. Beaudry Avenue, First Floor | Los Angeles, CA 90017

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT (213) 241-6785