



Online Facility Use Request Form

Available to the public August 2021
LAUSD Civic Center
Permit Office

Online Facility Use Request Form



The Online Facility Use Request Form is a web-based system intended to facilitate the submittal of requests for facility use of a third party. All uses of District facilities by third parties must be authorized through a written agreement or permit that is issued by the Facilities Services Division, Department of Real Estate and Asset Management.

Submitted applications that do not qualify for Civic Center permits are further reviewed by the Leasing and Space Utilization Department. Non-Civic Center applicants are subsequently contacted for issuance of written agreements that are not tracked through this online system.

The following pages provide guidance on how to successfully submit a Facility Use Request Form online. It also summarizes system features that include application tracking, submitted documents, permit proposal acceptance, and payments received.

For updates regarding this user's guide, application period notices, and helpful links, please refer to the Civic Center Permit Office website.

URL: <https://www.laschools.org/new-site/facility-use/civic-center-permit>

Civic Center Permit Office Website

The “Apply Now!” button is the link to access the Request for Facility Use Form.

Facilities Branches | Asset Management

Asset Management

- Administrative Headquarters
- Joint Use Agreement
- **Leasing & Asset Management**
 - **Civic Center Permits**
 - Filming Permits
 - License Agreements
- School Management Services / Master Planning and Demographics
- PlanLAUSD / Master Planning
- Staff Directory
- Standards
- Training
- Workforce Housing
- Maintenance & Operations
- Program Support Services
- Project Execution
- Program Manager Listing
- Facilities Contracts

Civic Center Permits

The Civic Center Permit Office supports the shared use of school facilities in conformance with the California Education Code and the Board of Education rules.

Civic Center permits allow communities the use of public school facilities for supervised not-for-profit recreational activities, meetings, and public discussions during non-school hours.

To obtain a Civic Center permit, a Request for Facility Use application must be successfully completed and submitted to the Civic Center Permit Office for processing.

Please refer to the links below for more information:

- **California Education Code**
- **Division of Risk Management Insurance Requirements**
- **User's Guide to Submitting a Request for Facility Use Application**

Upcoming Permit Application Period



Civic Center Fall Session 2021

September 15 - December 31, 2021

Application Priority Dates: August 2 - August 9

Apply Now !

School Fundraiser/School Event

Request for Authorization must be submitted to the online fundraising site and approved by the Student Body Finance Section. To Access the District online fundraising application visit:

<https://fundraising.lausd.net>

Requirements for online application submittals:

Registration: In order to complete an online Request for Facility Use form, applicants must be registered through the Facilities Services Division (FSD) website: www.laschools.org

- The “Register” link is located at the top, right-hand corner of the web page. To create an account, fill in the form and submit the information.
- When registration is complete, a confirmation email is sent to the account provided and email verification is required.
- **Please note that the email, first and last names entered upon registration are to be used for contact information by the Civic Center Permit Office. All subsequent applications created using the same account are grouped and made available to the creation user only .**

Login: All registered users must log in to the FSD website in order to view their Request for Facility Use applications.

- The “Login” link is located at the top, right-hand corner of the web page.
- To ensure secure access, the system redirects users to the login page until authentication is obtained.



Facilities Services Division

Los Angeles Unified School District

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[Community Relations](#)

[About My School](#)

[Facilities Initiatives](#)

[Facilities Branches](#)

[Business With FSD](#)

[My FSD](#)

Website Registration

Create Account

First Name:

Last Name:

Enter Email:

Enter Password:

Confirm Password:

Security Question:

Answer:

LAUSD Employees/Staff

- **No need to register.** Go to the [Login Page](#) and use your SSO account to log in.

Registration Problems?

- Check your browser settings and ensure that it is configured to accept cookies and that Javascript is enabled.
- Contact us at webmaster@laschools.org

www.laschools.org



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[Facilities Branches](#)

[Business With FSD](#)

[My FSD](#)

Website Login

Enter email:

Enter password:

Website Login Information

- Login sessions expire after 60 minutes of inactivity.
- Passwords are case-sensitive.

New User?

- LAUSD Employee/Staff
If your email extension ends with [@lausd.net](#), do not register. Use your Single Sign-On access to log in.
- Non-LAUSD, please create a website account.
[Register Here.](#)

Login Problems?

- [Reset Your Password](#)
- Send Email: webmaster@laschools.org

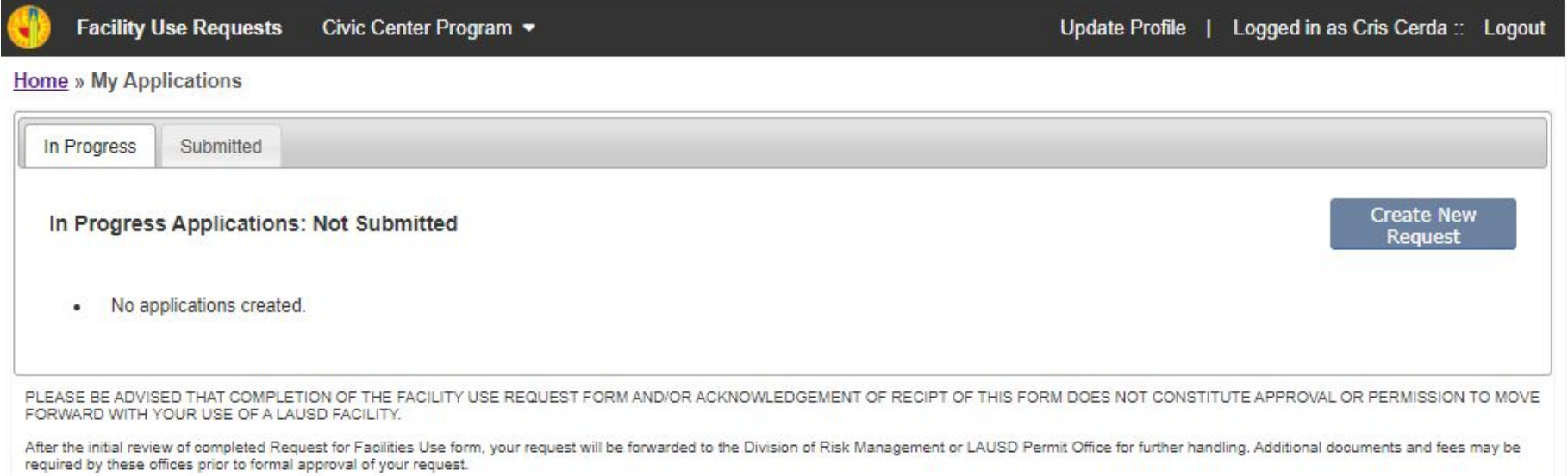
www.laschools.org



Submitting a Facility Use Request Form Online

Facility Use Requests: Home >> My Applications

The initial system page, or Home page, contains two separate tabs for applications that are either *In Progress* (not submitted) or *Submitted*. The “Create New Request” button generates a new application with a unique ID number that allows for progress tracking after the application is created.



The screenshot shows the top navigation bar with the following elements:

- Facility Use Requests (with a logo icon)
- Civic Center Program (with a dropdown arrow)
- Update Profile | Logged in as Cris Cerda :: Logout

Below the navigation bar, the breadcrumb path is [Home](#) » My Applications.

The main content area features two tabs: "In Progress" (selected) and "Submitted".

Under the "In Progress" tab, the heading reads "In Progress Applications: Not Submitted". To the right of this heading is a blue button labeled "Create New Request".

- No applications created.

At the bottom of the page, there is a disclaimer: "PLEASE BE ADVISED THAT COMPLETION OF THE FACILITY USE REQUEST FORM AND/OR ACKNOWLEDGEMENT OF RECEIPT OF THIS FORM DOES NOT CONSTITUTE APPROVAL OR PERMISSION TO MOVE FORWARD WITH YOUR USE OF A LAUSD FACILITY." Below this is a note: "After the initial review of completed Request for Facilities Use form, your request will be forwarded to the Division of Risk Management or LAUSD Permit Office for further handling. Additional documents and fees may be required by these offices prior to formal approval of your request."

Overview of Application Sections

- A newly created application maintains an “In Progress” status until it can be submitted to the Permit Office for review. These applications can also be deleted if they are created in error.
- All applications are uniquely identified using their Application Number.



[Home](#) » [Request for Facilities Use](#) :: Application No. 1163 : In Progress

Application No. 1163 : In Progress

+ I. APPLICANT INFORMATION

+ II. ACTIVITY DESCRIPTION

+ III. ACTIVITY DETAILS

+ IV. SCHOOL SITE SELECTION

+ V. REQUEST FACILITY, DATES, TIMES, DAYS

+ VI. REVIEW REQUESTED DATES

+ VII. ATTENDANCE: PARTICIPANTS/SPECTATORS

+ VIII. PARKING/PARKING OPERATIONS

+ IX. DISTRICT EQUIPMENT

+ X. DOCUMENT UPLOAD

+ SUBMIT APPLICATION

Overview of Application Sections (Continued)

- To expand a section, click the title bar. Initially, the first section is expanded by default.
- After completing a section, click the 'Save' button. The system expands the last saved section to encourage data entry review. Move through the application by clicking the next section title bar.



Application No. 1163 : In Progress

+ I. APPLICANT INFORMATION

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+ X. DOCUMENT UPLOAD

+ SUBMIT APPLICATION

Section I: LAUSD School or Office

- This section varies based on the selected description of organization/group. An LAUSD School or Office must provide their school/office information based on a District's list of pre-existing locations.
- All required data fields are marked in red, they must be completed for successful application submittal.

I. APPLICANT INFORMATION

Select one of the following descriptions for your organization/group: LAUSD School or Affiliated Charter

LAUSD SCHOOL OR OFFICE (ONLY)

Organization Name * Required : Organization Website:

Enter school/office name, code, or cost center. Then select from the drop-down menu.

Address * Required : City * Required : State : Zip Code * Required :

Primary Contact / Permittee *The primary contact is the individual named as the permit holder and who is authorized to submit an application for the use of facilities for the above organization.*

District Contact Name : Admin User E-mail : admin@laschools.org

District Office Phone Number: District Contact's Cell Number :

Youth or Adult Group *Does your group identify as a Youth or Adult Organization? * Required* Youth Adult

PAYEE INFORMATION *This information is required to refund money in the event of permit cancellations.*

Name of Organization or Individual (payable to) * Required : Phone Number * Required :

Mailing Address (deliverable to) * Required : City * Required : State : Zip Code * Required :

Section I: Non-LAUSD Organization/Group

- This section varies based on the selected description of organization/group. A Non-LAUSD Organization/Group may be required to provide a 501(c)(3) or a description in some cases.
- All required data fields are marked in red, they must be completed for successful application submittal.

I. APPLICANT INFORMATION

Select one of the following descriptions for your organization/group:

NON-LAUSD ORGANIZATION/GROUP (ONLY)

Group/Organization Name *** Required** : Non-Profit 501(c)(3)/Description:
Mailing Address *** Required** : City *** Required** : State : Zip Code *** Required** :
Organization Website:

Primary Contact / Permittee *The primary contact is the individual named as the permit holder and who is authorized to submit an application for the use of facilities for the above organization.*

Primary Contact Name : Admin User E-mail : admin@laschools.org

Office Phone Number: Cell Phone Number :

Youth or Adult Group *Does your group identify as a Youth or Adult Organization? *** Required*** Youth Adult

PAYEE INFORMATION *This information is required to refund money in the event of permit cancellations.*

Name of Organization or Individual (payable to) *** Required** : Phone Number *** Required** :
Mailing Address (deliverable to) *** Required** : City *** Required** : State : Zip Code *** Required** :

Section II: Activity Description

- The Event Title/Activity Name should be brief, not to exceed 200 characters.
- All required data fields are marked in red, they must be completed for successful application submittal.

II. ACTIVITY DESCRIPTION

Event Title / Activity Name

*** Required**

Will the event/activity be open to the general public?

*** Required**

Open to the Public Closed to the Public / By Invitation Only

Will this event occur during school hours?

*** Required**

Yes No

Will any District or Student Body funds be used?

*** Required**

Yes No

Will there be food / food concessions at the event?

*** Required**

Yes No

If yes, select food types:

Pre-packaged Meals Catering Food Truck Other food type

Please describe other food type:

Save Activity Description

Section III: Activity Details

- The activity description field must not exceed 800 characters; however, supporting documents may be uploaded in Section X of the application.
- All required data fields are marked in red, they must be completed for successful application submittal.

III. ACTIVITY DETAILS

Describe intended event/activity in detail and upload supporting documentation, if any (e.g. a program calendar/schedule, event flyer or advertisement, list of activities, detailed agenda, or event program):

*** Required**

Select any of these items or categories, if they are to be part of the event:

- | | | | |
|-----------------------------------------------|-------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> BBQ | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Childcare/Enrichment | <input type="checkbox"/> Cultural Activities | <input type="checkbox"/> Religious Services | <input type="checkbox"/> Inflatables/Jumpers |
| <input type="checkbox"/> Recreational Sports | <input type="checkbox"/> Recreational Camp/Clinic | <input type="checkbox"/> Seasonal Camp | <input type="checkbox"/> Concert/Performances |
| <input type="checkbox"/> Beautification Event | <input type="checkbox"/> Meetings/Informative Session | <input type="checkbox"/> Festival/Fair/Carnival | |

Will you charge for the sale of products or fees for services? Yes No *** Required**

If yes, what is the charge per person? \$ per month

Will any fees, admissions or donations be charged or collected for this event/activity? Yes No *** Required**

If yes, what is the charge per person? \$ per month

How will the collected funds be used?

Save Activity Details

Section IV: School Site Selection

- The assigned Civic Center Agent seeks to accommodate requests within the list of preferred schools. If a school member was contacted to approve your activity, please provide the school contact name and title.
- All required data fields are marked in red, they must be completed for successful application submittal.

IV. SCHOOL SITE SELECTION

» i. Create a list of preferred school sites. Search school name, enter contact information, and indicate preference order. Click the 'Add' button and repeat for up to four schools.

Type School Name and Select: School Contact Name & Title: Preference Order

» i. **School site and preference order are required.**

Your list of preferred schools:

School Site	Contact Name	Preference Order
-------------	--------------	------------------

Section V: Request Facility, Dates, Times, Days

- Example: If a baseball field is needed from 6:00PM to 7:00PM Mondays and Wednesdays within a date range and then from 6:00PM to 8:00PM on Fridays within the same date range, create two ranges for the baseball field.
- The dates and times corresponding to each facility date range will be displayed on Section VI.

▼ V. REQUEST FACILITY, DATES, TIMES, DAYS

Preferred School: Garfield HS

» i. Create a list of requested facilities and their corresponding date ranges. Specify start and end times and select the weekly days of use, dates can be excluded on Section VI. Enter multiple ranges for the same facility if days or start and end times vary.

Facility Type: Classroom Count:

Event Date(s) From: Event Date(s) To: Start: End:

Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Your requested facility date ranges:

	Facility Type	Date From	Date To	Time From	Time To	Days Selected
<input type="checkbox"/>	Baseball Field	08/01/2021	09/30/2021	06:00 PM	08:00 PM	Friday
<input type="checkbox"/>	Baseball Field	08/01/2021	09/30/2021	06:00 PM	07:00 PM	Monday, Wednesday

Section VI: Review Requested Dates

- The requested dates are listed chronologically. Any unwanted date can be deleted from the list.
- Modifications to the facility date ranges in Section V will influence this list also.
- It is important to review these dates, facility reservations are permit costs based upon them.

VI. REVIEW REQUESTED DATES

» i. The following dates pertain to the date ranges listed in the previous section. Unwanted dates should be removed by clicking the 'x' button.

	Facility Type	Requested Date	Day	Time From	Time To
	Baseball Field	08/02/2021	Monday	06:00 PM	07:00 PM
	Baseball Field	08/04/2021	Wednesday	06:00 PM	07:00 PM
	Baseball Field	08/06/2021	Friday	06:00 PM	08:00 PM
	Baseball Field	08/09/2021	Monday	06:00 PM	07:00 PM
	Baseball Field	08/11/2021	Wednesday	06:00 PM	07:00 PM
	Baseball Field	08/13/2021	Friday	06:00 PM	08:00 PM
	Baseball Field	08/16/2021	Monday	06:00 PM	07:00 PM
	Baseball Field	08/18/2021	Wednesday	06:00 PM	07:00 PM
	Baseball Field	08/20/2021	Friday	06:00 PM	08:00 PM
	Baseball Field	08/23/2021	Monday	06:00 PM	07:00 PM
	Baseball Field	08/25/2021	Wednesday	06:00 PM	07:00 PM
	Baseball Field	08/27/2021	Friday	06:00 PM	08:00 PM
	Baseball Field	08/30/2021	Monday	06:00 PM	07:00 PM

Section VII: Attendance

- The Participant Age Range is a text field limited to fifty characters.
- All required data fields are marked in red, they must be completed for successful application submittal.

▼ VII. ATTENDANCE: PARTICIPANTS/SPECTATORS

Will minors (individuals under the age of 18 years old) be participating in this event? Yes No * Required

Participant Age Range * Required :

Approximate Number of Participants * Required :

Approximate Number of Spectators * Required :

What percentage of participants live within boundaries of LAUSD? % * Required

Youth Groups Only

Has the applicant submitted, along with this application, a list of the group's representatives who will be on site during meetings on this campus(es)? Yes No

The Applicant understands and agrees that the youth group and its representatives are authorized to access the facility noted in this application but not authorized to access any other areas of the campus. Yes No

Section VIII: Parking/Parking Operations

- All required data fields are marked in red, they must be completed for successful application submittal.

▼ VIII. PARKING/PARKING OPERATIONS

Check all areas to be used for parking: Street Parking Parking Lot Playground/Blacktop

Parking Operator / Valet Parking? Yes No *** Required**

If yes, Parking Operator/Valet Company Name:

Will shuttle services be provided? Yes No *** Required**

If yes, please provide shuttle operator name:

Number of cars anticipated:

Will a fee be charged to park? Yes No *** Required**

If yes, how much per vehicle \$

Per day \$

Per week \$

Save Parking Data

Section IX: District Equipment

- The description field is limited to 200 characters. Additional information may be uploaded through Section X of the application.
- The required data field is marked in red, it must be completed for successful application submittal.

IX. DISTRICT EQUIPMENT

» i. *Applicant must request the use of furniture and equipment with the school administrator. Additional fees may be required to be paid for rental of equipment and technical services.*

Will District equipment be required? Yes No *** Required**

If yes, please describe (Audio, visual, lighting, tables, chairs, etc.):

Save Equipment Data

Section X: Document Upload

- All applications require a certificate of Insurance to be uploaded. Any additional documents should be of Document Type “Other”, the Document Note should be used to describe the Document Type.

▼ X. DOCUMENT UPLOAD

» i. **A Certificate Of Insurance is required with this application.**

Select File: No file chosen

Document Type: ▼

Document Notes:

	Document Type	Upload Date	Notes
<ul style="list-style-type: none">No documents uploaded.			

Terms & Conditions >> Form Submittal

- Scroll through the system Terms and Conditions or print them by clicking the 'PDF View' link on the top right.
- Applicants must agree to the system Terms and Conditions to enable the 'Submit Application' button.
- Upon submittal, the system checks for completeness and indicates any missing or incorrectly entered data fields.

▼ SUBMIT APPLICATION

FACILITY USE REQUEST FORM: TERMS & CONDITIONS

[PDF View](#) 

The Permit Office coordinates all third-party use of school facilities requiring a Civic Center Permit. Please be aware that normal processing time, including approval of insurance coverage is fifteen (15) business days after receipt of all required documents/forms. Your application for a Civic Center Permit may be denied if all the required documentation is not included with your request.

Required documents are, but not limited to: Completed Application (Facilities Use Request) with all applicable information, Current Insurance/Certificate of Insurance, Waivers and/or Addendums. Please carefully review all requirements prior to submitting your request for third-party use of facilities.

1. REQUEST FOR USE OF FACILITIES

- Permits will be issued to conform to bi-annual permit periods and will be issued for one period only.
APPLICATIONS CAN BE SUBMITTED 45 DAYS FROM THE START OF A USE PERIOD. PLEASE ALLOW AT LEAST FIFTEEN (15) BUSINESS DAYS FOR PROCESSING AFTER APPLICATION IS RECEIVED WITH ALL NECESSARY DOCUMENTS/FORMS.

"A" PERMIT PERIOD - JULY 1 TO DECEMBER 31 - APPLICATIONS MAY BE SUBMITTED STARTING ON MAY 15TH.

"B" PERMIT PERIOD - JANUARY 1 TO JUNE 30 - APPLICATIONS MAY BE SUBMITTED STARTING ON NOVEMBER 15TH.

- Any form of announcement or advertisement regarding activities held on school property for non-school purposes must include the following statement: "This meeting is neither sponsored by nor is it in any way connected with the Los Angeles Unified School District." If announcement is in printed form, statement must appear in equally large and prominent type.

2. WHO MAY APPLY

The use of school facilities, when such use will not interfere with the conduct of the school program, may be granted for non-school purposes to citizen groups or organizations which may engage in supervised recreational

AGREEMENT: I, Admin User, representing "" hereby agree to the above terms and conditions. Yes No

In Progress Applications

- Applicants may partially complete applications and revisit them by clicking the App ID on the left column.
- In Progress applications may be deleted by clicking the red 'x' on their 'Delete column. To avoid accidental deletion, an alert window prompts the user to either cancel or continue, deletions are final.

[Home](#) » My Applications

In Progress Submitted

In Progress Applications: Not Submitted

Create New Request

CSV

Excel

Showing 1 to 4 of 4 entries

Show 25 entries

First Previous 1 Next Last

Search:

App ID	Creation Date	Delete	Applicant Name	Preferred School	Facility Requested	Req. Date From	Req. Date To	Activity	Contact Person
1036	06/23/2021								Admin User
1032	06/21/2021		Test Group						Admin User
1024	06/21/2021			Hollywood HS					Admin User
995	06/21/2021		test2		Classroom, Qty 2	06/23/2021	06/30/2021		Admin User
App ID	Creation Date	Delete	Applicant Name	Preferred School	Facility Requested	Req. Date From	Req. Date To	Activity	Contact Person

Showing 1 to 4 of 4 entries

Show 25 entries

First Previous 1 Next Last

Search:

PLEASE BE ADVISED THAT COMPLETION OF THE FACILITY USE REQUEST FORM AND/OR ACKNOWLEDGEMENT OF RECEIPT OF THIS FORM DOES NOT CONSTITUTE APPROVAL OR PERMISSION TO MOVE FORWARD WITH YOUR USE OF A LAUSD FACILITY.

After the initial review of completed Request for Facilities Use form, your request will be forwarded to the Division of Risk Management or LAUSD Permit Office for further handling. Additional documents and fees may be required by these offices prior to formal approval of your request.

Submitted Applications >> Non-Civic Center

- There are two list of Submitted Applications: Civic Center and Non-Civic Center.
- Non-Civic Center Applications are located below the list of Civic Center Applications.
- The App ID link on the leftmost column allows applicants to view the submitted application in PDF format.

Submitted non-Civic Center Applications (2020-21)

Choose a period to view: 2020-21

Showing 1 to 2 of 2 entries Show entries

1 Search:

App ID	Submit Date	Organization Name	School Requested	From	To	Activity
985	06/16/2021	HP Neighbors Against Robbers	Adams MS	06/18/2021	06/25/2021	Neighborhood Watch
951	06/10/2021	Test	Garfield HS	06/16/2021	06/30/2021	Test

Showing 1 to 2 of 2 entries Show entries

1 Search:

Submitted Applications >> Civic Center

- Submitted Application lists allow a variety of searches. Data can be sorted, filtered, or downloaded.
- The App ID column links to additional application screens that provide permit processing data, application documents, and status history tracking. The 'Permit' screens delineate further details.

[Home](#) » My Applications

In Progress		Submitted								
Submitted Civic Center Applications (2021B)							Choose a period to view: 2021B		Submit	
							CSV		Excel	
Showing 1 to 9 of 9 entries			Show 25 entries		First Previous 1 Next Last		Search: <input type="text"/>			
Search <input type="text"/>		Search <input type="text"/>		Search <input type="text"/>						
App ID	Status	# of Pending Items	Submit Date	Assigned To	Organization Name	School Requested	From	To	Activity	App Period
1037	Submitted		06/24/2021		HP Neighbors Against Robbers	Eagle Rock HS	06/25/2021	06/30/2021	Baseball	2021B
1033	Submitted		06/24/2021		test	Fremont HS	06/28/2021	06/29/2021	Volleyball	2021B
1006	Submitted		06/21/2021		Echo Park Diamond League	Belmont HS	06/22/2021	06/30/2021	Diamond League Baseball	2021B
987	Submitted		06/16/2021		Peggy's Cheerleading	Hollywood HS	06/19/2021	06/29/2021	Girl's Cheerleading	2021B
986	Submitted		06/16/2021		Cris Inc	Gardena HS	06/18/2021	06/30/2021	Soccer Junior League	2021B
1004	Submitted		06/16/2021		Baseball Blues Clues	Maywood Academy HS	06/18/2021	06/25/2021	Basketball	2021B
1005	Submitted		06/16/2021		HP Neighbors Against Robbers	Belmont HS	06/18/2021	06/28/2021	Test Title	2021B
984	Submitted		06/15/2021		LA Boys and Girls Club	Maywood Academy HS	06/18/2021	06/30/2021	Youth Soccer	2021B

Application Screens >> Permits, Documents, History Tabs

[Home](#) » Application 1036

Permits Documents History

App 1036: Permits View Application Cancel Application

Applicant Name	Baseball Blues Clues	ID	Status Date	Status	Site Name	Facility	Ins F	Permit Fee
Address	5234 Slauson Ave. Maywood, CA 92345 www.baseballblues.org	• No permits created.						
Contact Info	Admin User P: (323) 231-5555 C: (505) 111-2222 E: admin@laschools.org							
App Status	Assigned To Agent							
Agent	Cris Cerda							
Submit Date	07/22/2021							
App ID	1036							
Preferred School	Maywood Academy HS							
Facilities	Baseball Field							
Activity	Baseball Practices and Games							

The 'View Application' button links to the PDF version of the Request for Facility Use Form. The 'Cancel Application' button is available up to the Proposal Sent status on any permit resulting from the request.

The Permits, Documents, and History tabs share the application summary block to the left of the screen. The application summary contains applicant mailing and contact data, the current application status and assigned agent; it also provides a brief overview of the requested school, facility and activity.

Application Screen >> Permits

Permits Documents History

App 1036: Permits [View Application](#)

Applicant Name	Baseball Blues Clues	ID	Status Date	Status	Site Name	Facility	Ins Exp	Permit Fee	
Address	5234 Slauson Ave. Maywood, CA 92345 www.baseballblues.org	1035	07/22/2021	Proposal Sent	Maywood Academy HS	Baseball Field	12/31/2021	\$3,743.00	View Proposal
Contact Info	Admin User P: (323) 231-5555 C: (505) 111-2222 E: admin@laschools.org								
App Status	Processing Permits								
Agent	Cris Cerda								
Submit Date	07/22/2021								
App ID	1036								
Preferred School	Maywood Academy HS								
Facilities	Baseball Field								

When a proposal is sent for applicant review, the permit is listed on the Permits Screen. Notice that the 'Cancel Application' button is not available and the Permit Fee column summarizes the amount of the proposal. For detailed information on the proposal, click the 'View Proposal' link on the rightmost column of the screen.

Permits Screen >> View Proposal

- If proposal is agreed upon as-is, click the 'Confirm Proposal' button.
- The screen allows applicants to uncheck undesired dates and then 'Recalculate' the proposal amount. If a recalculated amount is unsatisfactory, 'Reset' proposal; otherwise, click 'Confirm Proposal'.

Permit 1035: Proposal

Permit Status	Proposal Sent	Proposal Date	07/22/21		Respond By	07/25/21		Permit Fee	\$3,653.00		Application Fee	\$90.00		Amount Due	\$3,743.00		Due Date	
Permit Site	Maywood Academy HS	Permit Dates																
Permit Facility	Baseball Field	<input type="checkbox"/>		Event Date	Day	Start Time	End Time	Requested Hrs	Billable Hrs	Twilight Time		Morn/Eve Hrs		Lighting Time				
Activity	Baseball Practices and Games	<input checked="" type="checkbox"/>	1	08/02/21	Mon	06:00 PM	08:00 PM	2.00	2.00	05:37 AM	08:20 PM	0.00	0.00	0.00				
Applicant Name	Baseball Blues Clues	<input checked="" type="checkbox"/>	2	08/04/21	Wed	06:00 PM	08:00 PM	2.00	2.00	05:39 AM	08:18 PM	0.00	0.00	0.00				
Contact Info	Phone: (323) 231-5555 Cell: (505) 111-2222 Email: admin@laschools.org	<input checked="" type="checkbox"/>	3	08/06/21	Fri	06:00 PM	08:00 PM	2.00	2.00	05:40 AM	08:16 PM	0.00	0.00	0.00				
Address	5234 Slauson Ave. Maywood, CA 92345 www.baseballblues.org	<input checked="" type="checkbox"/>	4	08/09/21	Mon	06:00 PM	08:00 PM	2.00	2.00	05:43 AM	08:13 PM	0.00	0.00	0.00				
		<input checked="" type="checkbox"/>	5	08/11/21	Wed	06:00 PM	08:00 PM	2.00	2.00	05:44 AM	08:11 PM	0.00	0.00	0.00				