



Facilities Services Division

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**Facility Use Permits & Licenses
Application Portal Update**

To All Civic Center Permit and Licensing Applicants:

Please be advised that we are making upgrades to the Facility Use Portal on September 3, 2026. All Civic Center Permits and License Agreements will be processed through the same portal now. The portal will operate similarly to the existing platform, with enhancements for:

1. Facility Use Applications:
 - a. Payment processing via Credit Card or e-Check (ACH)
 - b. Usability of the application
2. Short-Term Licenses:
 - a. Real-time status updates of your license application
 - b. Ability for license applicants to make payments online

Note that during the transition process, **the portal will be offline on the evening of September 3rd.** Applicants will be able to access the portal with their current credentials after the transition is completed and will have access to previously submitted applications. Applications that are in progress may require special handling by the assigned Realty Agent, to ensure continuity during this transition. If you have an application in progress, please be sure to contact your Realty Agent directly and they will provide further information and guidance. All application requirements remain the same at this time.

Further updates to the portal, Community Use Policy, and Fee Schedule are underway. New rates will be published by the end of December 2026 and implemented starting in July 2027.

General 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 Fl. 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/areasserved/#school-districts>).

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

Sincerely,

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Mark Borison
Director
Real Estate and Business Development