



LAUSD
UNIFIED



Permitting and Licensing of District Facilities

Presented to the Committee of the Whole
March 19, 2024

Utilizing Assets to Better Support Students, Employees, Families
and the Neighborhoods We Serve

PURPOSE OF TODAY'S PRESENTATION

- Provide an Overview of the Process, Policies and Procedures Regarding the Use of District Facilities by Third Parties
- How to Apply
- Important Things to Remember
- Provide Resources for Additional Information
- Answer Questions

REAL ESTATE AND BUSINESS DEVELOPMENT DEPT.

The Real Estate and Business Development Department is Responsible for Negotiating, Preparing, Processing, Executing and Managing Agreements for Third-Party Use of District Facilities and District Use of Non-District Sites, Including but not Limited to:

- Civic Center Permits
- License and Lease Agreements
- Film Permits
- Purchase and Sale Agreements
- Joint Use and Joint Powers Agreements
- Charter School Facility Use Agreements
- Public Private Partnerships and Relationship Agreements
- Beautification and Murals
- Access and Development Agreements
- Construction Easements

PROCUREMENT HANDLES OTHER AGREEMENTS

Procurement Services Dept. Responsible for Contracting of Venues or Vendors for Special School / District Events, Such as:

- Graduations
- Proms
- Bus Transportation
- Locations for Professional Development

THE USE OF DISTRICT FACILITIES

The Use of District Facilities is Governed by:

- Federal, State and Local Laws
- CA Education Code
- Board of Education (Board) Rules and District Bulletins and Policies

Requires:

- A Written Agreement (Except for School Sponsored Events)
- Current and Appropriate Levels of Insurance for the Planned Use
- Fees for Use to be Paid in Advance

- Agreements are Executed by District Staff Pursuant to Authority Delegated or Authorized by the Board

- Licenses for More Than 30 Days in a Fiscal Year are Subject to Public Bidding

- In Some Cases, Agreements Will Require Approval by the Board of Education

MOST COMMON TYPES OF AGREEMENTS

	CIVIC CENTER	LICENSE AGREEMENT	FILMING
APPLICATIONS (PER YEAR)	Approx. 3,000	Approx. 1,300	Approx. 600
LENGTH OF USE	One Permit Period (Maximum of 6 months)	Short Term: Up to 30 days of use in a fiscal year Long Term: 30+ days of use in a fiscal year	Varies: Non-Instructional Hours
HOURS OF USE	Mon - Fri 6pm to 10pm Sat - Sun 8am to 10pm	Varies by request Exceptions based on facility and capacity	Varies
APPLICATION TURN AROUND TIME	Up to 45 Business Days	Up to 45 Business Days	4 Business days
FACILITY COST <i>Additional Cost May Apply</i>	\$38 per hour	Market, Direct or Reduced Direct (Varies by Request)	Film LA Rate Sheet

CIVIC CENTER VERSUS LICENSE AGREEMENTS

CIVIC CENTER	SHORT TERM LICENSE	LONG TERM LICENSE
<p>Recreational Youth Sports Leagues and Events, Public Meetings, Boys/Girls Scouts, Neighborhood Councils</p>	<p>Beautification, Fundraising, PTA/PTO Booster Events, Access, Parking, Filming Permits, Summer/Winter Camps</p>	<p>Childcare, Enrichment, Joint Use, Wellness, Charter Schools, Religious Services, Open Air Markets</p>
		

CIVIC CENTER ACT

The Governing Board of a School District Shall Authorize the Use of School Facilities or Grounds Under Its Control by:

- A Nonprofit Organization, or
- A Club or an Association Organized to Promote Youth and School Activities:
 - Girl Scouts; Boy Scouts; Camp Fire USA; or YMCA
 - A PTA / PTO
 - A School-Community Advisory Council (i.e., Neighborhood Councils)
- A Recreational Youth Sports League That Charges Participants no More Than a Nominal Fee: Average of no More Than \$60 per Month

CIVIC CENTER PERMITS

- Civic Center Rate is Currently \$38/hr. plus \$5/day for Custodial Supplies
- School Facilities – Limited to Only Non-Classroom Space
- School Grounds Include, but are not Limited to – Playing Fields, Athletic Fields, Track and Field Venues, Tennis Courts, and Outdoor Basketball Courts
- Requires a License Agreement With Fees at Fair Market Value if an Admission Fee is Charged or Contributions are Solicited and Net Receipts are not Expended for the Welfare of the Pupils of the School District or for Charitable Purposes

SCHOOL SPONSORED EVENTS

- A *“School/District-Sponsored Special Event”* Must Have ALL of the Following:
 - Authorized District Employees, District Officials, or the Associated Student Body (ASB):
 - Initiate the Event,
 - Plan the Event,
 - Directly Control and Supervise the Event, and
 - Are Responsible for all Expenses and Liability Associated with the Event
 - The Host school, or ASB Receives all Proceeds, if any, Generated by the Event
- Activity Must Meet the Requirements of Risk Management and Finance
- There is no Fee, and no Permit or License Agreement Will be Issued
- If 3rd Party Vendors on Site, Must Provide the Certificates of Insurance and any Additional Supporting Documentation for all Vendors.
- Fundraising Events Require Application to the Fundraising Portal

PTA / PTO / BOOSTER EVENTS

- If no Fundraising:
 - Apply for a Request for Facilities Use Application at the Portal:
[Asset Management \(laschools.org\)](https://www.laschools.org/assetmanagement)
- If Fundraising:
 - Apply for a Request for Facilities Use Application at the Portal, and
 - Make Application at the District's Fundraising Portal:
[LAUSD School Fundraising Program](https://www.lausd.net/fundraising)
- PTA / PTO / Boosters Receive License Agreement for Their Use
- Charged no Direct Fee as District Currently Covers the Facility Use Cost

SHORT AND LONG TERM LICENSE AGREEMENTS

- Short Term Limited to 30 Days of Use in a Fiscal Year
- Long Term Agreements Require a Notice of Intent (NOI)
- 62% of the Net Income to the Host School / 38% to the District

FILM PERMITS

- Film Permits are processed and issued through FilmLA
- FilmLA Website: <https://my.filmla.com>
- 75% of the Net Income to the Host School / 25% to District
- Schools Cannot Request / Require a Film Company to Donate in Order to Secure School Site Approval

REAL ESTATE RECEIPTS BY TYPE



Real Estate Receipts by Type

Type	Work Stream	2019	2020	2021	2022	2023	2024*
Licensing	*Charter	16,743,294	13,212,883	11,407,527	13,637,116	14,667,450	14,833,177
	Long Term	10,355,496	9,747,007	4,993,187	6,757,696	9,552,204	9,428,571
	Short Term	2,784,805	948,230	682,582	1,190,708	2,514,997	2,678,920
	Wellness Center	291,922	269,521	217,542	199,840	419,281	211,181
Licensing Total		\$ 30,175,517	\$ 24,177,641	\$ 17,300,838	\$ 21,785,360	\$ 27,153,932	\$ 27,151,849
Civic Center	Permits	3,244,617	2,605,228	(217,885)	2,305,330	1,451,814	1,527,781
Civic Center Total		\$ 3,244,617	\$ 2,605,228	\$ (217,885)	\$ 2,305,330	\$ 1,451,814	\$ 1,527,781
Grand Total Receipts		\$ 33,420,134	\$ 26,782,869	\$ 17,082,952	\$ 24,090,690	\$ 28,605,746	\$ 28,679,630

5-Year Net Rent Revenue Generated for Schools and General Fund

Type	Work Stream	2019	2020	2021	2022	2023	2024*
Revenue to Schools	Film 75%	2,470,788	2,304,447	2,964,730	2,112,555	1,513,704	870,748
	Licensing 62%	4,076,791	3,035,786	367,414	1,375,217	3,466,212	3,890,815
Schools Sub-Total		\$ 6,547,578	\$ 5,340,233	\$ 3,332,144	\$ 3,487,772	\$ 4,979,916	\$ 4,761,563
Revenue to GF	Film 25%	542,368	512,288	567,624	583,387	290,743	211,407
	Licensing 38%	2,970,183	1,993,717	238,880	975,723	2,411,801	2,981,601
General Fund Sub-Total		3,512,551	2,506,005	806,504	1,559,110	2,702,544	3,193,008
Grand Total Revenue		\$ 10,060,130	\$ 7,846,238	\$ 4,138,648	\$ 5,046,882	\$ 7,682,460	\$ 7,954,571

*Charter Breakdown

Type	Work Stream	2019	2020	2021	2022	2023	2024*
Charter Receipts	After-Hours	174,476	(118,355)	122,004	132,095	307,149	913,588
	Bond Repayment	186,500	373,000	186,500	186,500	186,500	186,500
	Over-Allocation	14,031	936,373	495,677	1,261,501	2,506,884	2,285,126
	Pro-Rata	15,965,621	11,585,340	10,129,100	10,517,486	10,537,839	10,505,133
	Rent/ Non-prop 39	387,683	426,150	456,401	1,657,772	1,079,283	788,811
	Summer Occupancy	14,982	10,375	17,844	68,261	49,795	154,018
	Charter Total Receipts		\$ 16,743,294	\$ 13,212,883	\$ 11,407,527	\$ 13,823,616	\$ 14,667,450

*2024 Based on annualized estimates using July-Dec 2023 actuals

FACILITIES USE APPLICATION PROCESS

Go to the Facilities Licenses and Permits Page:

[Asset Management \(laschools.org\)](https://www.laschools.org)

CLICK HERE TO BEGIN THE APPLICATION PROCESS

The screenshot shows a web browser window with the URL [laschools.org](https://www.laschools.org). The page is titled "LICENSES AND PERMITS" and is part of the "Asset Management" section. The left sidebar contains a navigation menu with categories like "Real Estate & Business Development", "Licenses and Permits", and "Maintenance & Operations". The main content area is divided into sections: "CIVIC CENTER PERMITS", "PERMIT APPLICATION PERIOD", "LICENSE AGREEMENTS", and "Application Attachment Documents". The "PERMIT APPLICATION PERIOD" section includes a table with the following data:

PERMIT APPLICATION PERIOD	
SPRING 2023	Jan 09 - Jun 30, 2023
Early Application Period	Nov 7, 2022 - Nov 14, 2022
Application Deadline	May 15, 2023
FALL 2023	Jul 10 - Dec 19, 2023
Early Application Period	May 18 - May 23, 2023
Application Deadline	Nov 6, 2023

Below the table, there is a section titled "ONLINE APPLICATION | Request for Facilities Use" with a "CLICK HERE" button that says "START YOUR APPLICATION". A red arrow points to this button. The "Application Attachment Documents" section lists:

- Beautification - Approval Tracking Sheet
- Beautification - Information Sheet
- Certificate of Insurance (sample)

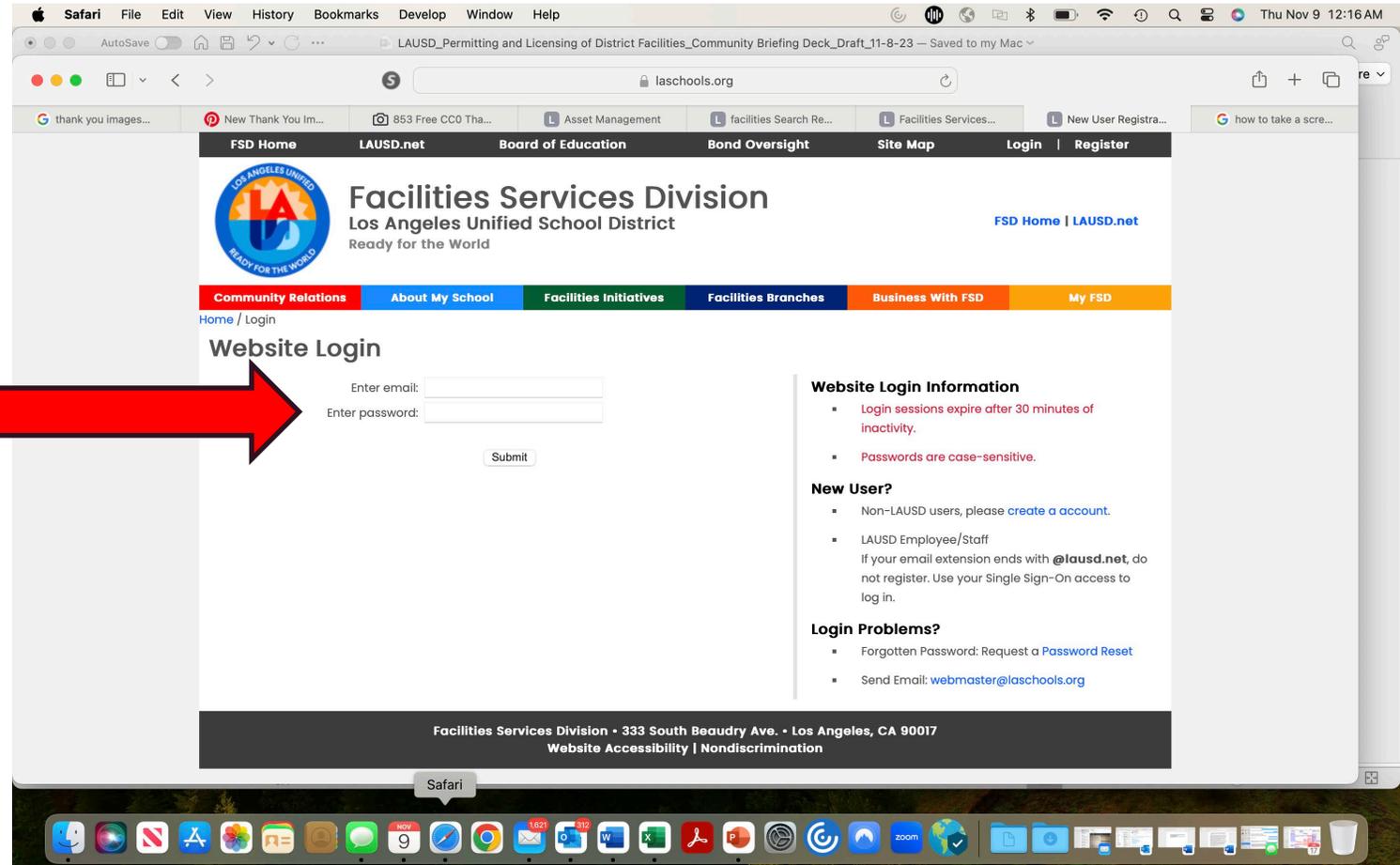
FACILITIES USE APPLICATION PROCESS

Create a User Name
and Password

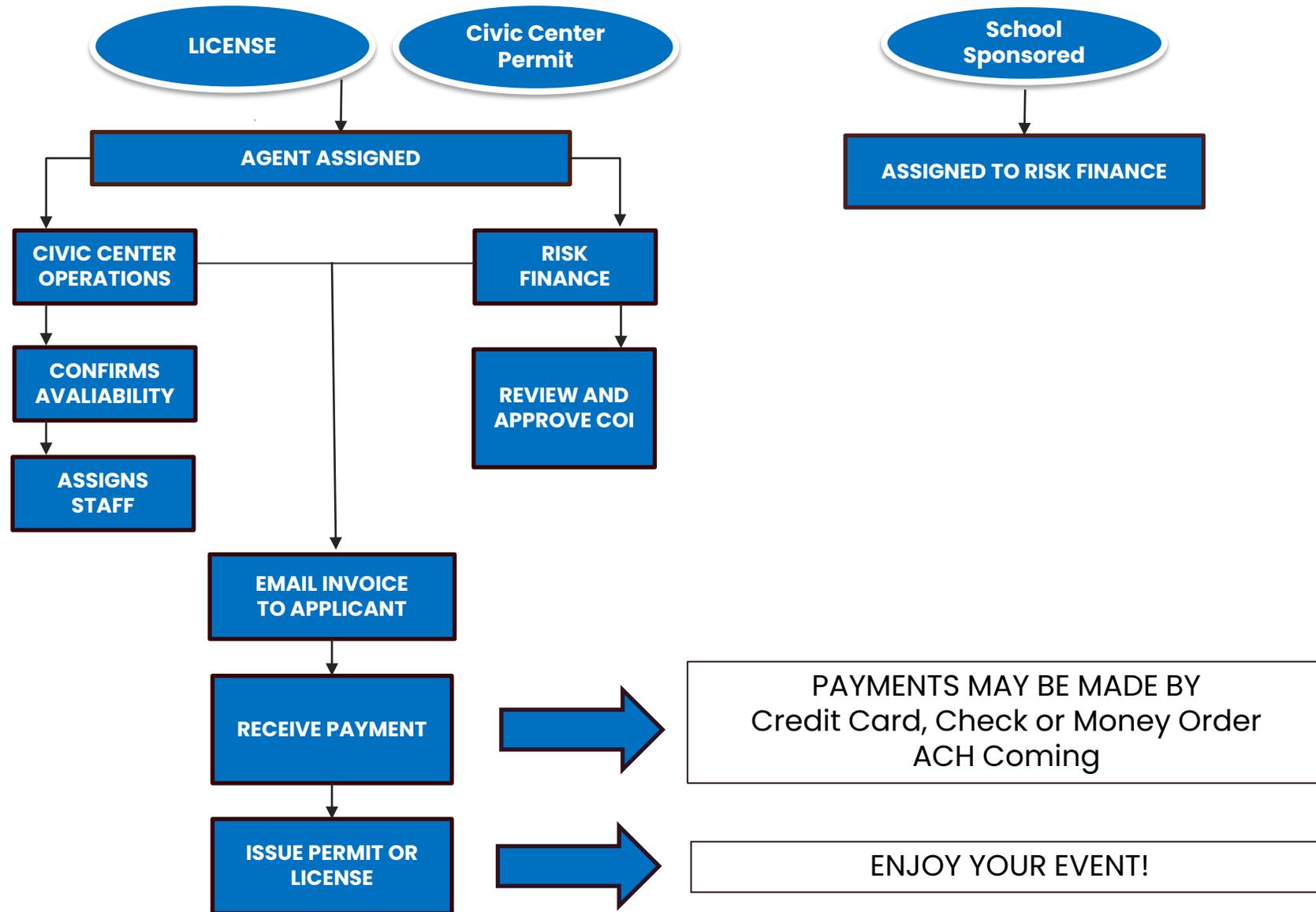
Complete the
Application

Attach COI's

Submit Application



FACILITIES USE APPLICATION PROCESS



OPPORTUNITIES

- Ability to pay for Permits and Licenses via Automated Clearing House (ACH)
- Improved Communication and Awareness of District Policies Associated with Facility Use
 - Will Help Address the Use of Facilities Without an Agreement or Certificate of Insurance (COI)
- Updating the Fee Structure for Civic Center and Market Rate Agreements
- Review Board Rules and District Bulletins and Policies and Update Where Necessary

RISK MANAGEMENT DIVISION

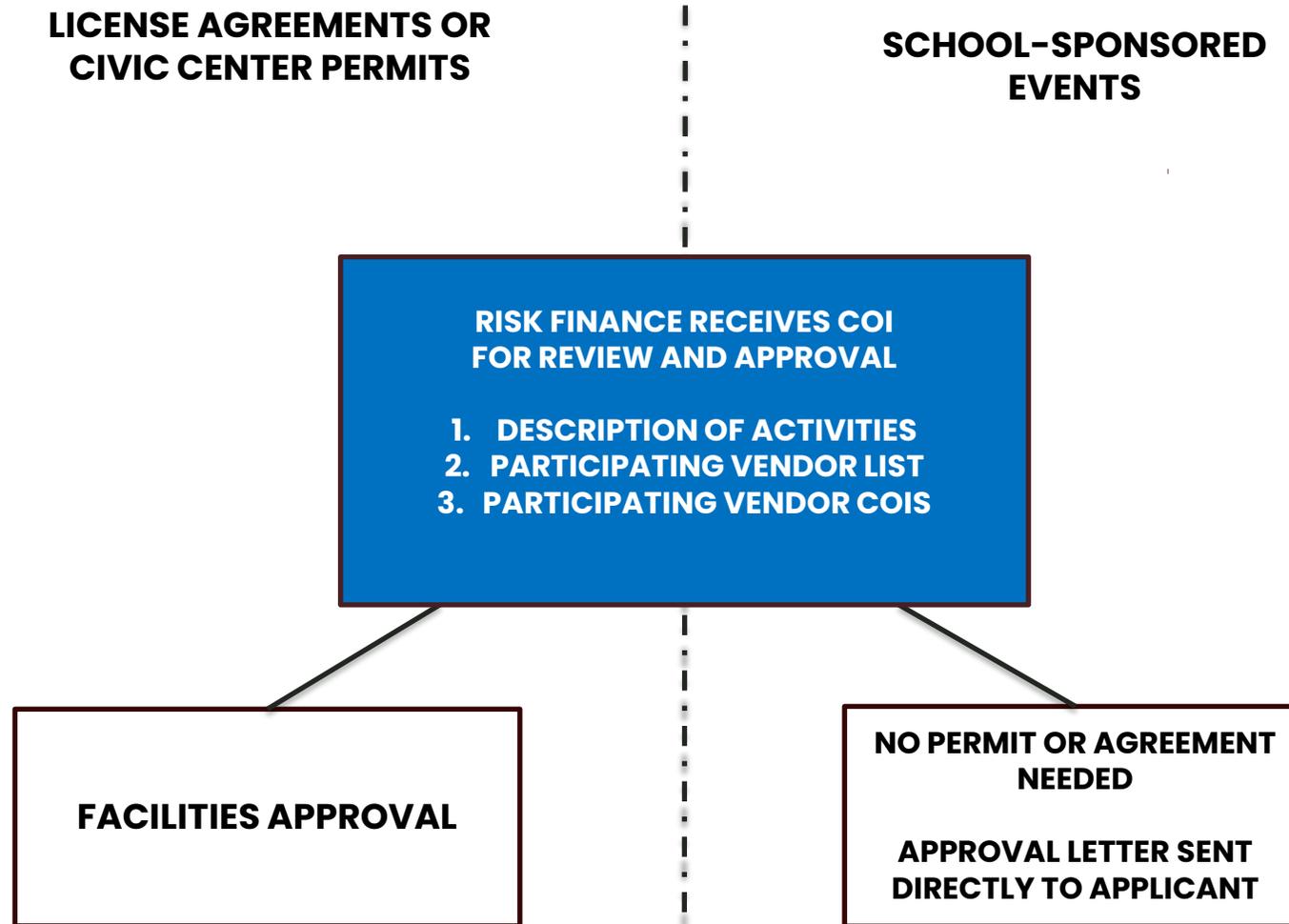
RISK FINANCE AND INSURANCE BRANCH

The Risk Management Division oversees the District's insurance programs, including self-insurance.

The Risk Finance and Insurance Branch (Risk Finance) reviews the insurance coverage for the following Facilities Use agreements:

- Civic Center Permits
- License Agreements
- Access Agreements
- Film Permits
- Charter School Agreements

CERTIFICATES OF INSURANCE (COI) REVIEW FLOW CHART



INSURANCE REQUIREMENTS

- The required insurance coverages and limits vary by type of use and activity.
 - Commercial General Liability
 - Commercial Auto Policy
 - Workers' Compensation
- A comprehensive list of insurance requirements can be found at <https://specialevents.lausd.net>.
- The certificate holder and additional insured endorsement must be listed exactly as follows:

**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**

REQUIREMENTS OF THE COI FORM

Los Angeles Unified School District Civic Center Sample Certificate of Insurance

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE MM/DD/YYYY 9/1/21

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Mr. Broker
1 Main St
Anytown, Any City, 00001

CONTACT: Mr. Broker
PHONE: 8005551212
FAX: _____
EMAIL: mtbroker@anybroker.com
ADDRESS: _____

INSURED(S) AFFORDING COVERAGE:

INSURER A: Best Insurance Company
INSURER B: _____
INSURER C: _____
INSURER D: _____
INSURER E: _____

INSURED: My Bball Team
2 Main St
Anytown, My City, 00002

COVERAGES: CERTIFICATE NUMBER: _____ REVISION NUMBER: _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	ACORD FORM NO.	POLICY NO.	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	aaa12345	10/1/21	10/1/22	EACH OCCURRENCE \$ 5,000,000 MEDICAL EXPENSE \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	bbb5678	10/1/21	10/1/22	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY OFFICER/BOARDER EXCLUDED? (Indemnity to BO) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A IF YES, LIST IN DESCRIPTION OF OPERATIONS BELOW		ccc91011	1/1/21	1/1/22	WC SPECIFIC - GEN \$ 1,000,000 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - SA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Abuse & Molestation		aaa12345	10/1/21	10/1/22	\$1,000,000 (occ/agg)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required):
Los Angeles Unified School District and the Board of Education of the City of Los Angeles are included as additional insured with respects to General Liability and Auto Liability.

CERTIFICATE HOLDER: Los Angeles Unified School District and the Board of Education of the City of Los Angeles
333 S Beaudry Ave, 28th Floor
Los Angeles, CA 90017

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE valid signature

ACORD 25 (2010/05) © 1988-2010 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD.

Ensure Required Coverages are Provided

Ensure Required Limits are Provided

**Certificate Holder Must Say:
Los Angeles Unified School District and the Board of Education of the City of Los Angeles
333 S. Beaudry Ave., 28th Floor
Los Angeles, CA 90017**

**Additional Insured Must Say:
Los Angeles Unified School District and the Board of Education of the City of Los Angeles are included as additional insured with respects to General Liability and Auto Policy**

Additional Information:

General Liability Limits Requirements:

Athletic Activities (2021-22 School Year):	\$5,000,000/5,000,000 (occurrence/aggregate)
Non-Athletic Activities:	\$1,000,000/2,000,000 (occurrence/aggregate)

Abuse & Sexual Molestation Coverage (applicable when youth are involved)

	\$1,000,000 (occurrence/aggregate)
--	------------------------------------

Commercial Automobile (incl. Hired & Non-owned)

If there are no owned commercial autos, a signed waiver is required.	\$1,000,000 (combined single limit)
----------------------------------------------------------------------	-------------------------------------

Workers Compensation

If there are no employees, a signed waiver is required.	Statutory (\$1,000,000 Acc/Emp/Pol)
---------------------------------------------------------	-------------------------------------

Additional Information



CONTACT INFORMATION AND REFERENCES

Email:

facilities-use@lausd.net

**Real Estate & Business
Development
(213) 241-6900**

**Facilities Use Portal:
[Asset Management](http://AssetManagement.laschools.org)
(laschools.org)**

**Risk Finance
[Risk Finance and Insurance Services](http://RiskFinanceandInsuranceServices.riskfinance@lausd.net)
riskfinance@lausd.net**

**Guide to Facility Use Application:
[Guide to Online Facility User Request](#)
[Form](#)**

**Website Registration and Log In
Guide:
[FSD-Website-Registration-and-Login-Guide](#)**

QUESTIONS?