



Facilities Use Permit Instructions

Permit Applicant must follow the instructions listed below to complete and submit the Facilities Use Permit to the Real Estate Office for final approval.

1. Contact the school or other SFUSD site that you are applying to use directly to reserve and schedule the use of facilities. Click this link: <http://www.sfusd.edu/> to find contact information for SFUSD sites. Be sure to ask about the specific rooms or spaces (i.e. Room 100, cafeteria, etc.) you hope to use. You will need to include the room number(s) or specific rooms in step 2 when you create your permit application.
2. Create your permit application. Use your online permit system account. If you do not already have an account, click this link: <http://sfusdpermits.org> to go to the SFUSD online permit system and create your user account and password. Once you are in the system, click the tab “Create New Application” and follow the instructions to complete your permit application.
3. Download and save your permit application as a PDF. The system will automatically generate any addenda required for the facilities you selected through the system. If you are printing, please be sure to follow the DOs and DON'Ts printing instructions. Your permit application will be rejected if it is illegible, not in a portrait format, or if you fail to follow the printing instructions.
4. Sign and initial your permit application including all generated addenda forms.. Electronic signatures will be accepted.
5. Email a PDF of your complete permit application including all generated addenda forms to the school or other SFUSD site you are applying to use, for the Principal, Assistant Principal, or Site Administrator to sign. Electronic signatures will be accepted.
6. Submit the applicable addenda to the appropriate SFUSD departments for signature per the instructions. Electronic signatures will be accepted.
7. Email a PDF of your complete signed permit application and all addenda to the Real Estate Office (permits@sfusd.edu) for review and final approval. The email must be a direct email to permits@sfusd.edu. The permit submission email cannot be a “reply” or part of a thread. The subject line of the email must include the permit # and the school site you are applying to use. Example: P2500001 - Lowell HS.

Follow the instructions and deadlines below;

The Permit Applicant is responsible for making sure all required documents and full payment are submitted to the Real Estate Office by the due dates. Late or incomplete permit applications will NOT be accepted and will be returned to the Permit Applicant. After submitting the permit application to the school or Real Estate Office, it is also the Permit Applicant’s responsibility to follow up with the school/Real Estate Office to ensure all required documents and full payment are submitted by the due dates.. **Failure to do so will result in delay or denial of your permit application. An approved permit from the Real Estate Office is required in order to access District facilities. Opening of the District facilities for use will be dependent upon the Permit Applicant showing a valid, approved permit (hard copy or electronic copy from an electronic device) to the district custodian on site.**

1. **Complete permit application and all generated addenda forms with all required signatures and initials, and \$50 non-refundable application fee (if required)** – due at least **20 business days** prior to the first requested date of use. Please refer to the “Itemized Fee Estimate for FUP” page of your permit application to find out if the application fee is required.
2. **Certificate of Insurance and Additional Insured Endorsement Form** – due at least **10 business days** prior to the first requested date of use. Click the “Insurance” tab for more information.
3. **Full Payment** – Due at least **5 business days** prior to the first requested date of use

4. You may also go to the SFUSD website: <http://www.sfusd.edu/> and click on “Community” for additional information regarding renting and using SFUSD facilities.