



# Los Angeles Unified School District

## Proposition 39 Charter Co-locations REQUEST FOR AFTER-HOURS USE

Requesting charter schools must submit this form **NO LATER THAN two weeks before** the requested date. Upon receipt of the completed and signed request form, the charter school will receive an invoice to cover the costs of the custodial overtime incurred. Complete the following and return to Daniel Hwang:

**Via Email to: [daniel.hwang@lausd.net](mailto:daniel.hwang@lausd.net) or via Fax to (213) 241-6784**

<b>Charter School:</b>		<b>District Campus:</b>	
<b>Charter Contact (In Charge of Event):</b>		<b>District Principal:</b>	
<b>Charter Contact Phone:</b>		<b>District Principal Phone:</b>	
<b>Charter Contact Email:</b>		<b>District Principal Email:</b>	
<b>Requested Date(s):</b>		<b>Requested Hour(s) (including set-up and tear-down):</b>	
<b>Type of Event(s)*:</b>		<b>Event Location(s) on District Campus:</b>	
<b>Duration of Event:</b>		<b>Number of Attendees:</b>	
<b>** To Be Completed By District Principal**</b>			
<b>Custodial Support Needed:</b>		<b>Number of Hours:</b>	

\* If you will be having vendors or any other outside company or organization, please provide the type of services they will be providing. Additional insurance/documentation may be requested depending on the type of event that you will be hosting per District policies and procedures. All vendor certificates must be submitted to LAUSD Risk Management two weeks prior to scheduled event. Please attach any additional pages, if necessary.

\_\_\_\_\_  
Charter Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plant Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Principal Signature of Approval

\_\_\_\_\_  
Date

\*\*Please note the number of custodial overtime hours needed for the event described above.