



Facilities Use and Off Site Event Approval Process

**Division of Risk Management
Risk Finance Unit**

Facilities Use and Off Site Events Approval Process

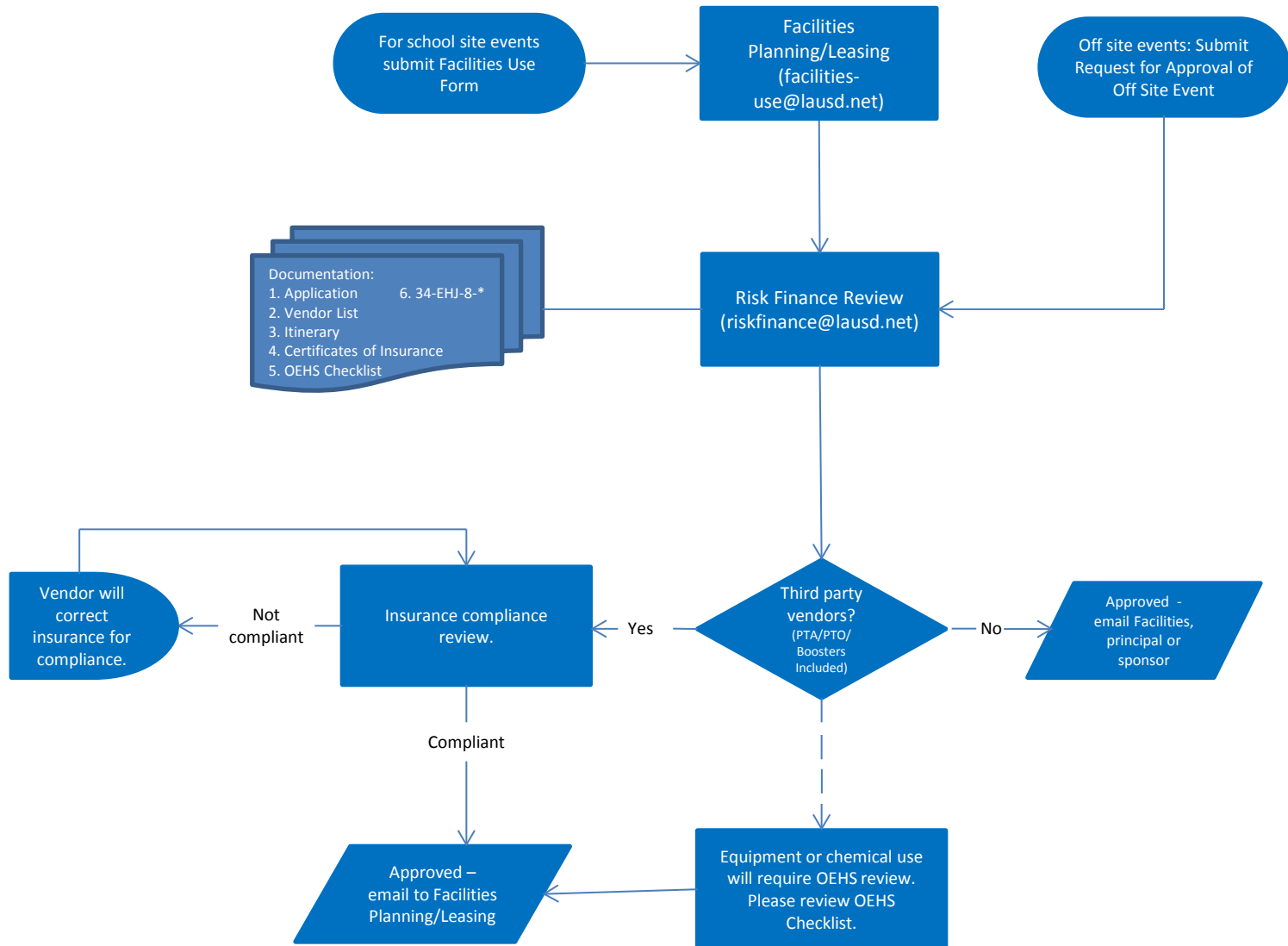
The following diagram provides an overview of the risk & insurance segment of the Facilities Use and Off Site Events application process. All third party(s) accessing school facilities need to obtain a permit, and comply with the insurance requirements. Third parties involved in off-site School events also need to comply with the insurance requirements.

1. Application:
 - a. [Request for Facilities Use](#) – For School Access (facilities-use@lausd.net)
 - b. [Request for Approval of Off Site Special Event](#) – For events outside of School property (riskfinance@lausd.net)
2. Documentation needed for Risk Finance review:
 - Itinerary or scope of activities.
 - Vendor List – must include all third party entities (PTA, PTO, Boosters, Food, Photo, DJ, etc...).
 - Vendor and/or Third party applicant Certificates of Insurance (Insurance requirements can be found at [Risk Finance](#)).
3. Depending on the activities, the Office of Environmental Health & Safety (OEHS) and Complex Project Manager (CPM) may need to review equipment rented, chemicals used, etc... ([OEHS Checklist](#)).
4. Once the risk and insurance review is complete and compliant, Risk Finance will notify the Facilities Division of District Operations (Permit Office) and the School Principal or Sponsor.

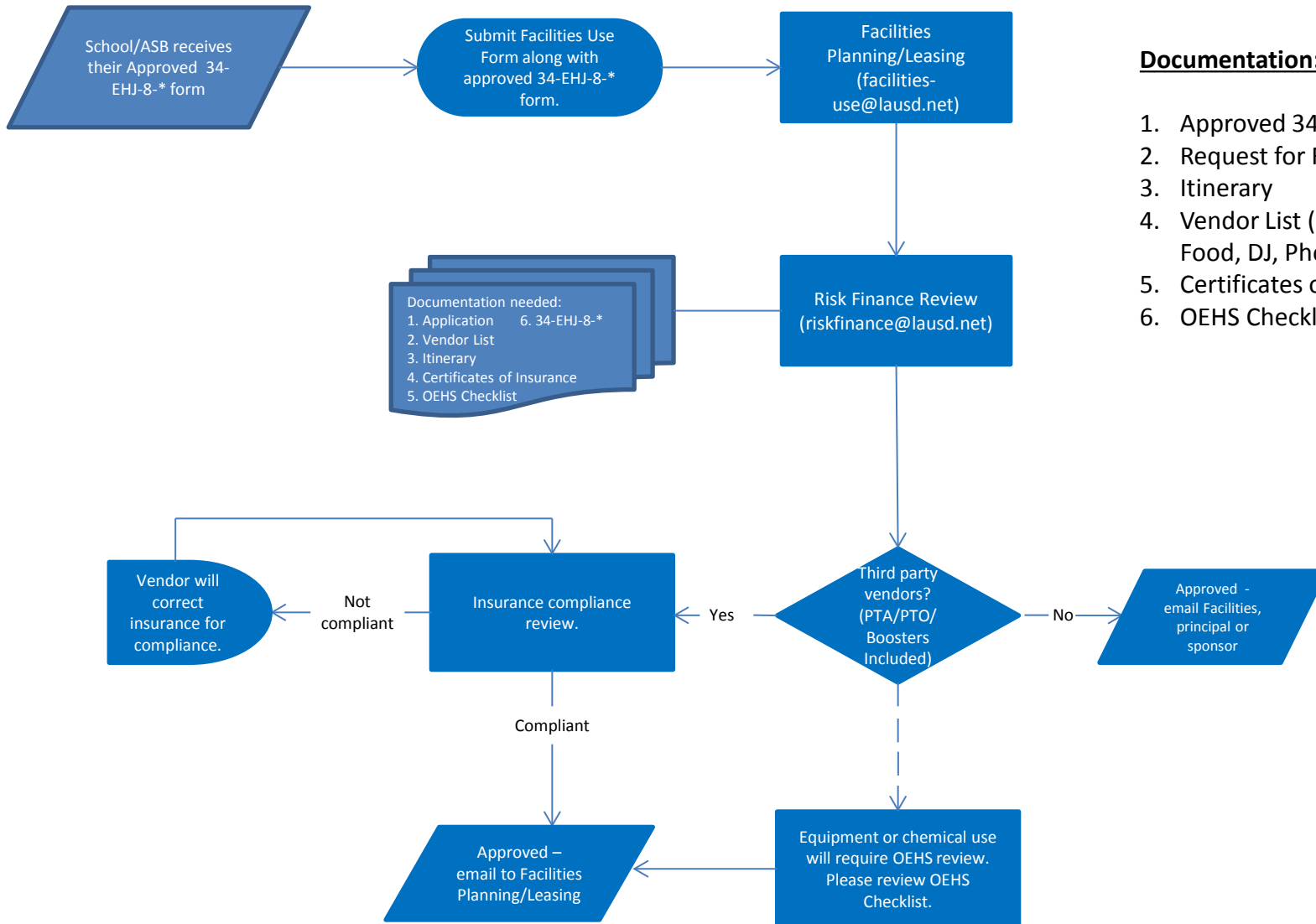
Reference: [BUL-6894.1](#) and [BUL-1663.2](#)

Need additional help? Email us at riskfinance@lausd.net or call (213)241-0329

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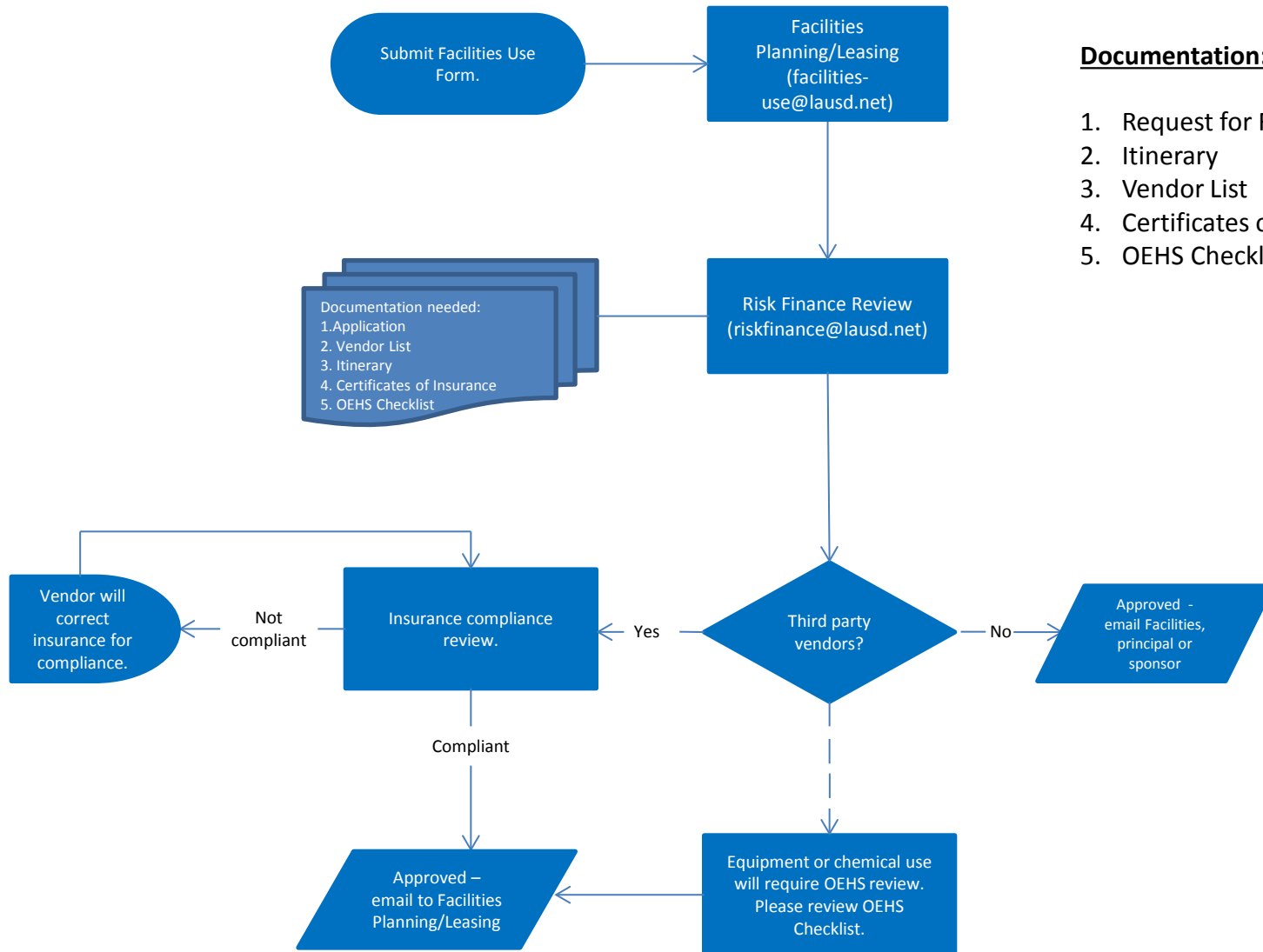
Example: School Fundraiser



Documentation:

1. Approved 34-EHJ-8-* form
2. Request for Facilities Use
3. Itinerary
4. Vendor List (incl. PTO, PTA, Food, DJ, Photo, etc...)
5. Certificates of Insurance
6. OEHS Checklist

Example: Third Party Facilities Lease/Permit



Documentation:

1. Request for Facilities Use
2. Itinerary
3. Vendor List
4. Certificates of Insurance
5. OEHS Checklist

Example: Off Site Events Approval Process

Documentation:

1. Request for Approval of Off Site Event
2. Itinerary
3. Vendor List
4. Certificates of Insurance
5. OEHS Checklist

