



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Policies Governing School Fund-Raising Activities of PTAs, PTOS, and Booster Clubs

NUMBER: BUL-1633.3

ISSUER: Joy Mayor, Controller
Accounting and Disbursements Division

DATE: August 16, 2021

ROUTING

Local District
Superintendent
Local District
Operations
Administrator
Community of Schools
Administrator
School Principals
Financial Managers
School Admin Assistants
Office Managers

POLICY: Fundraising activities by Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), and Booster Clubs must adhere to District policies and guidelines. The school site administration should provide a copy of this Bulletin to these organizations for awareness and reference.

California Education Code Section 51521 prohibits any person to solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district having the jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.

Under Board Rule 2505, the Los Angeles Unified School District Board of Education designates the Student Body Finance Support office to implement rules and policies for the proper conduct, supervision, and management of student body financial activities.

MAJOR CHANGES: This bulletin updates BUL-1633.2, with the same title, dated February 20, 2018. It clarifies guidelines and provides updates which include:

- Description of processing timeline
Processing for Student Body Finance Support, Leasing and/or Risk Management approvals upon submission of all required information and documents:
 - Basic fundraisers (ex. restaurant flyer nights, product sales) – between 1 to 3 school days
 - All other non-carnival fundraisers – between 5 to 15 school days
 - Carnival fundraisers – between 10 to 25 school days

A summary of the approval process is listed below:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- a. Step 1 – School creates a new request and uploads the online Request for Authorization and any additional required forms depending on fundraiser type
 - b. Step 2 (if needed) – Division of Risk and Management Services reviews request for risk factors
 - c. Step 3 (if needed) – Leasing and Asset Management staff reviews on-campus fundraiser requests involving third parties
 - d. Step 4 (if needed) – Office of Environmental Health and Safety reviews carnival, fair, and food vendor fundraiser requests
 - e. Step 5 – Student Body Finance staff sends the online approval notification to school
- Revised fillable Requests for Authorization (RFA) form and Fundraising Financial Statement

GUIDELINES: The following guidelines apply:

I. LEGAL STATUS OF PTA, PTO, AND BOOSTER CLUBS

PTAs, PTOs, and Booster Clubs are all organizations that are separate legal entities from the District. PTAs and PTOs are groups which can have cooperative activities with the Associated Student Body (ASB). Booster Clubs must raise funds independent of the students.

The District expects that separate legal entities are aware of and comply with all the laws that govern their entities prior to engaging in activities. PTAs, PTOs, and Booster Clubs should refer to California Government Code Section 12580- 12599.8 as well as the State of California Department of Justice State Attorney General’s website on charities for additional information.

Prior to sponsoring a fundraiser, the school principal should ensure that these separate entities provide the school with copies of appropriate documentation showing independent legal status such as:

- Nonprofit or 501 (c) (3) status.
- Tax identification number Proof of insurance which meets the insurance requirements as set forth by the Division of Risk Management and Insurance Services (see section IX for additional information).
- Registration status with the State of California is “current” or “registered.”



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Please note that the District cannot approve any activities unless the organization's Registration Status is "current" or "registered." The California State Attorney General's Office has a charitable registry database which will provide this information to verify status. The link to this database is <https://oag.ca.gov/charities>, then select Registry Verification Search.

II. COORDINATION OF FUNDRAISING ACTIVITIES

It is recommended that a master schedule of fundraising activities be developed by school site staff and provided to the principal at the start of each school year. The type, frequency and scheduling of fundraisers must be approved by the principal.

This master schedule should include fundraising by the general ASB, PTA/PTO and Booster Clubs, Club/Class, (class means "graduating class" not individual classes). Proposed fundraising activities by the general ASB and its club and class must take precedent over fundraising by other organizations.

As always, contributions and participation by students, employees, and parents in any fundraising activity must be entirely voluntary.

School websites may include links to a PTA/PTO or Booster Club website and on-line school calendars can list events by these organizations.

The form Calendar of Fundraising Activities (Attachment D) may be used to list planned activities and submit to the principal. Please refer to Publications 464 and 465 for additional information and guidance regarding fundraising activities.

III. INVOLVEMENT ON CAMPUSES AND WITH STUDENTS

A. Student and Staff Involvement

Schools can have one parent group, which can be either a PTA or a PTO but not both. However, if a campus has a magnet center, and if the principal approves, the magnet center can also have a parent group. Schools can have more than one Booster Club if approved by the principal.

In order to avoid perceptions of, or an actual, conflict of interest, District employees should not be voting members of any of these organizations' governing Boards.

PTAs and PTOs can conduct "cooperative activities" with the school's students and ASB. A cooperative activity is one in which the ASB participates voluntarily with either the PTA or PTO in an activity through



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

planning, conducting, and/or the sharing of proceeds. It is a school site decision to determine whether an event will be cooperative or solely sponsored.

Booster Clubs or any other separate legal entity, other than PTAs/PTOs, cannot conduct cooperative activities with students. *Student body organizations, (including clubs and graduating classes)* may not participate in fundraising activities with Booster Clubs.

ASB's can agree to a Booster Club (or a PTA/PTO/ or vendor) having a concession booth/stand at a student body activity (i.e., a football game) for a portion of the sales proceeds, but such agreements must be negotiated prior to the event occurring and documented in writing in the ASB minutes. Agreements must only be for one school year, as each year's ASB must review and approve concession agreements.

B. Communications

The school cannot send Booster Club flyers home with students to promote a Booster Club activity, nor can schools mail Booster Club flyers to the student's home. As a courtesy, and subject to the approval of the principal, Booster Clubs may leave flyers at the school site (typically in the main office) which can then be picked up on an individual basis. Individual students can volunteer to assist with a Booster Club activity as long as it is outside of the school day.

Communications from PTAs/PTOs and Booster Clubs should be clearly labeled as such, with separate letterhead, address and/or website. PTAs, PTOs, and Booster Clubs must not use the school's address as the address of their organization.

IV. APPROVAL PROCESS FOR FUNDRAISING ACTIVITIES

As referenced earlier, per Education Code Section 51521, prior written approval must be obtained before any fundraising activities by PTAs, PTOs, and Booster Clubs can take place.

To properly conduct fundraising activities, it is important to plan in advance to meet all District requirements, and submit the following necessary documentations at least 3 weeks prior to any fundraising activity or event (at least 5 weeks prior for a carnival or fair):

- Request for Authorization must be submitted using the online fundraising application website. Print the completed form and upload with the corresponding wet signatures.
- For reference purposes, the following forms are also included in this



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

bulletin. Please note that information in these forms is similar to the online application.

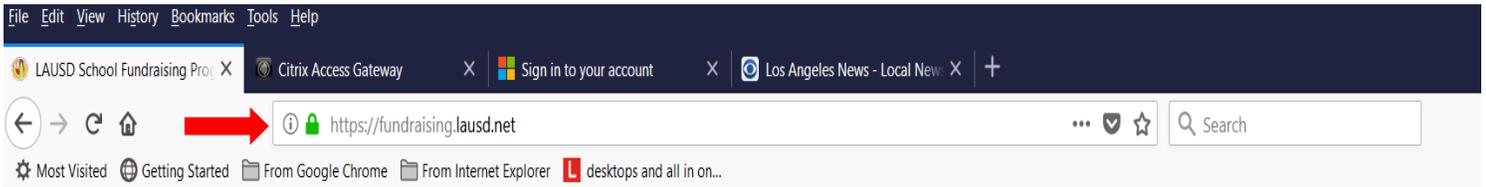
- Booster Club uses Booster Club Fundraising Permission Request (RFA-Booster Fundraising)
- ASB, PTA/PTO uses Request for Authorization (RFA-Fundraising) Attachment B.

Accessing the Online Fundraising site:

There are two ways to access the Request for Authorization fundraising application form online.

Option 1:

Access the District online fundraising application at <https://fundraising.lausd.net>.



Option 2:

Access the [Accounting & Disbursements Division](https://achieve.lausd.net/accounting) website at <https://achieve.lausd.net/accounting>, then click on [Student Body Finance Support](#) then click icon below.



- Fundraising applications submitted online are simultaneously received by Student Body Finance Support, Risk Finance and Insurance, and Leasing and Space Utilization. If information on an application is incorrect and/or requirements are not completed, the system will send an automated notification to the requester. The requester will then have the option to correct and complete the requirements and then resubmit or cancel the application.
- If the fundraising activity or event is on-campus, an additional application and approval is required from Leasing & Space Utilization in Facilities and Services Division prior to such use.
- Please review BUL-6894.1 Procedures for Third Party Use of School Facilities issued on February 7, 2018 and complete Request for Facilities Use Form (Attachment A).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Fundraising activity/event cannot be longer than 3 weeks.
- Depending on the type of fundraising activities, additional forms may be required by other departments to approve the fundraising. All required forms can be downloaded from <http://fundraising.lausd.net>. At secondary schools, the ASB leadership must also approve a fundraiser that is a cooperative activity with the PTA/PTO or one that is sponsored only by the PTA/PTO. The proposed activities must not interfere with or impact activities sponsored by the ASB.
- A Request for Authorization must clearly state the purpose of the fundraiser and how the proceeds will be used. All fundraisers must indicate the percentage split of the proceeds of the fundraiser between the ASB and the PTA/PTO if it is a cooperative activity. Since a cooperative activity is one in which the students participate voluntarily with either the PTA or PTO in an activity through planning, conducting, and/or the sharing of proceeds, it is not appropriate for a PTA/PTO to keep 100% of the proceeds from a cooperative activity.
- For Booster Clubs, the Request for Authorization must be approved by the principal and the Student Body Finance Support section but not the ASB leadership, unless it is occurring during an ASB event.
- Fundraising **cannot occur during instructional time**. This also applies to those fundraising that claim to have an instructional component or where pledges for the activity are obtained outside of the instructional time. For example, it is not permissible for pledges for laps run to be obtained outside of the instructional day and have it during Physical Education (P.E.) or other instructional periods. Further, fundraising activities may not be linked to course credit or grades.
 - PTA/PTO fundraising activities, such as book fairs, can take place on school grounds during the day, but not during instructional time. Sales of food/beverage items that are not on the approved list issued by Food Services Division can only occur 30 minutes after the end of the school day. Approved items can be sold during non-instructional time as part of the “four times per year” sales referenced in Publication 465 and 464.
 - Booster Club fundraising activities, including the actual sale of items, shall not take place on school grounds during the school day. Sales of food items can only occur 30 minutes after the end of the school day. In addition, funds for a Booster Club activity should not be collected/turned in to teachers or other school staff during the school day by individual students who are volunteering for such an activity.

The updated information on new federal and state regulations pertaining to



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

the selling and/or serving of food and beverages is outlined in BUL-6292.1 Guidelines for Sales and Service of Non-School Meal Program Food/Beverages on School Campus issued on August 24, 2015.

V. ACCOUNTING FOR PROCEEDS

Education Code Section 48937 states that, “The governing board of any school district shall provide for the supervision of all funds raised by any student body or student organization using the name of the school.” It is important that District policies related to the accounting of fundraising and income generating activities occurring on District campuses, in addition to Publications 464 and 465, are followed.

- Funds raised through a cooperative activity with a PTA/PTO must initially be carried on the student body books.
- Guidelines that list the expenditures permitted and prohibited must be strictly followed. Please refer to BUL-4624.0 Elementary Student Body Organizations – Permitted and Prohibited Expenditures; BUL-4591.0 Secondary Student Body Organizations – Permitted and Prohibited Expenditures; and Publications 464 and 465, for additional information. To determine whether an expenditure not indicated on the expenditure list would be an appropriate use of student body funds, please contact your Coordinating Financial Manager.
- After all the expenses are paid, and the profit of the fundraising is determined, a student body check must be sent to the PTA/PTO for its share of the profit. PTA/PTO share of proceeds from a cooperative activity, or those of a solely sponsored activity, must not be kept on the ASB books. It should be noted that elementary schools do not have reseller permits, so any sales taxes would be reported by the vendor not the elementary ASB.

As noted in Section III. A, since a cooperative activity is one in which the students participate voluntarily with either the PTA or PTO in an activity through planning, conducting, and/or the sharing of proceeds, it is not appropriate for a PTA/PTO to keep 100% of the proceeds from a cooperative activity.

- The District recommends that as a best practice, PTOs/PTAs/Booster Clubs should limit their deposits in bank accounts to the FDIC insured amount.
- Fundraising financial statements must be completed and submitted online (<https://fundraising.lausd.net> within 30 days after the event). For both cooperative activity or those solely sponsored by a PTA/PTO or Booster Club.
- In addition, as a best practice, PTOs/PTAs/Booster Clubs should adhere to annual audit requirements as indicated in the “Guide for Charities” issued by the California Attorney General’s Office.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

VI. REQUESTS FOR DONATIONS

The principal must review and approve any communication to parents requesting donations to ensure that it is appropriate and cannot be misconstrued as being required or as an unauthorized charging of pupil fees for educational activities. The Educational Equity Compliance Office and the Education Legal Services team in the Office of the General Counsel can assist principals in this review.

Schools receiving donations from a PTA/PTO/Booster club must complete “Request to Process Donation” Form, Attachment A of Bulletin 5895.2 “Donations”, issued on August 23, 2018. ASB’s receiving donations from a PTA/PTO/Booster club must complete “Request for Authorization-Other” RFA Other (Attachment C).

VII. STUDENT DATA PRIVACY REQUIREMENTS

Schools may give Personally Identifiable Information (PII)/Directory Information to PTA’s and PTO’s unless the parent has opted out. Schools can verify whether a parent has opted out by:

- a.) logging into MiSiS with “Office Manager” role
- b.) searching for the student and clicking on the student’s name
- c.) selecting “Exclusions” from the Census menu.

Please note that a PTA/PTO shall not release the student PII to a vendor, Booster Club, or other third party without written parental consent.

VIII. USE OF DISTRICT FACILITIES

PTAs/PTOs solely sponsoring an event/activity and Booster Clubs holding a fundraising activity on District property who will not provide 100% of proceeds directly to schools must obtain a license agreement from Leasing & Space Utilization prior to the event. License agreements or permits will only be issued after a Request for Authorization has been approved by the Student Body Finance Support office, so it is important to allow enough time to secure the necessary approvals prior to the event or activity. Please refer to Section IV for timeline information.

A permit is not required for regular meetings of PTAs and PTOs. All arrangements for such meetings should be made with the principal of the school at which the meeting will take place.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

IX. LIABILITY INSURANCE FOR PTAS, PTOS, AND BOOSTER CLUBS

PTAs, PTOs, and Booster Clubs are all organizations that are separate legal entities from the school district. Therefore, these organizations are required to provide proof of insurance which meets the insurance requirements as set forth by the Division of Risk Management and Insurance Services. The guidelines and limits for insurance are subject to change at the discretion of the Division of Risk Management and Insurance Services based on risk, exposure and liability; specialized insurance coverage may be required depending on the type of event.

Insurance requirements may be obtained from the Division of Risk Management and Insurance Services. Please see Attachment D for Standard Insurance Requirements.

The Certificate Holder portion of the insurance certificate must be listed as follows:

Los Angeles Unified School District & the Board of Education of the
City of Los Angeles
333 South Beaudry Ave, 28th Floor
Los Angeles, CA 90017

Additional Insured Endorsement

The Commercial General Liability policy **and** the Commercial (Business) Automobile policy **must** contain an additional insured endorsement in favor of:
Los Angeles Unified School District and the Board of Education of the City of Los Angeles

Division of Risk Management and Insurance Services suggests contacting a commercial insurance agent for insurance information.

The Division of Risk Management and Insurance Services offers a “Special Events Liability Insurance Program” through the broker Alliant Insurance Services for those organizations that opt to purchase insurance. The coverage is reasonably priced and competitive for special events. Alliant Insurance Services has underwriting guidelines that qualifies events and applicants.

You may obtain an application by accessing www.lausd.net, and following these steps:

- Click on Offices, find Division of Risk Management and Insurance Services.
- For information regarding Special Event Liability Insurance, click the tab for Risk Finance and then click on Special Events.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- For the application, click on Risk Finance and choose the tab for Special Events, then click on Insurance Application for Special Event Liability Coverage. Please allow 30 days for processing of your application.

All third-party vendors hired for an event/activity are required to provide a certificate of insurance which meets the District's insurance requirements. Independent contractors (e.g. DJ, piano player) who do not carry insurance can sign the Waiver of Liability, Assumption of Risk, and Indemnity Agreement (Attachment F).

Food vendors will be required to provide a certificate of insurance, public health permit, business license, & food handler's certificate.

PTA/PTO & Booster events held off campus do not require Risk Management review/approval.

For questions, please call the Division of Risk Management and Insurance Services at (213) 241-0329. For information regarding leasing District property, please contact Leasing & Space Utilization at (213) 241-6785.

RELATED RESOURCES: Publication 464 Student Body Policies and Accounting Procedures-Elementary Schools
Publication 465 Student Body Policies and Accounting Procedures-Secondary Schools
Board Rule 2505
Bulletin 6894.1, "Procedures for Third Party Use of School Facilities"
Activity Checklist for Carnivals and Other Events; Issued by the Office of Environmental Health and Safety
BUL-5353.0 Mechanical Rides on School District Property
BUL-6292.1 Guidelines for Sales and Service of Non-School Meal Program Food/Beverages on School Campus
BUL-4624.0 Elementary Student Body Organizations – Permitted and Prohibited Expenditures
BUL-4591.0 Secondary Student Body Organizations – Permitted and Prohibited Expenditures
BUL-3732.0 Procedures for Collections of Funds at Secondary Schools
REF-1967.14 2020-2021 Calendar of Student Body Financial Reports for All Schools
BUL-5895.2 Donations

ATTACHMENTS: Attachment A – Booster Club Fundraising Permission Request Form
Attachment B – Request for Authorization Fundraising
Attachment C – Request for Authorization Other



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Attachment D – Calendar of Fundraising Activities
- Attachment E – Request for Approval of Offsite Special Event
- Attachment F – Division of Risk Management and Insurance Services Waiver Form
- Attachment G – Activity Checklist for Carnivals and Other Events
- Attachment H – Request for Facilities Use

ASSISTANCE: For assistance or further information, please contact your Student Body Finance Support Coordinating Financial Manager.

LD	PHONE
NORTHWEST	(818) 654-3709
NORTHEAST	(818) 252-5479
SOUTH	(310) 354-3496
CENTRAL	(213) 766-7366
EAST	(323) 224-3319
WEST	(310) 914-2116
Adult Schools & ASTF	(213) 241-2163

For assistance with insurance requirements, please contact the Division of Risk Management and Insurance Services at (213) 241-0329.

For more information about the attached Activity Checklist, please contact the Office of Environmental Health and Safety at (213) 241-3199.

For more information about use of facilities, please contact Leasing & Space Utilization at (213) 241-6785.

For more information about Civic Center Act permits, please contact the Civic Center Permits Office at (213) 241-6900.

For more information regarding unauthorized charging of pupil fees, contact the Education Legal Services team in the Office of the General Counsel or the Educational Equity Compliance Office at (213) 241-7600.

Los Angeles Unified School District
Booster Club Fundraising Permission Request
(RFA-Booster Fundraising)

Booster Club Name: _____ School: _____

Booster Club IRS FEIN Number: _____

Permission is requested to conduct the following activity for the following purpose (include description of activity and/or items to be sold):*

**Booster Club activities at ASB events (such as Athletic concession stands) must also be approved by the ASB. ASB must agree to the percentage of proceeds between ASB and the Booster Club. (please refer to page 2 in the Bulletin)*

Begin Date: _____ End Date: _____

On Campus: Yes No

Specific Location such as quad, auditorium, athletic field, restaurant (provide whether "on campus" or "off"):

Time of day: _____

If "On-Campus", is any third-party vendor/business involved? Yes No

If yes, please provide name of vendor/business and description of services provided:

Booster Club Representative Name

Booster Club Representative Signature

Date

Principal (or Designee) Name

Principal (or Designee) Signature

Date

Signature of ASB Treasurer (Required for Secondary) Date

Signature of Financial Manager (Required for Secondary) Date

If Athletic Booster fundraiser, coach and Athletic Director must also approve.

Coach Name

Coach Signature

Date

Campus Athletic Director Name

Campus Athletic Director Signature

Date

After completion, please submit to fundraising website (fundraising@lausd.net) three weeks prior to event.

Booster Club Registration Status Current/Registered with State DOJ? Yes: No Date Checked: _____

Student Body Finance Section: Approved Not Approved Signature: _____ Date: _____

If "On Campus", Leasing and Space Utilization for license agreement is required and application will be routed to facility for approval.



Risk Management & Insurance Services

REQUEST FOR APPROVAL OF OFF- SITE SPECIAL EVENT (OFF SITE=NON DISTRICT OWNED PROPERTY)

All other events please contact Leasing & Space Utilization – (213) 241-6785 or facilities-use@lausd.net

Date: _____

School Name: _____ E-mail: _____

Phone: _____ Fax: _____

Date(s) of Event: _____ Event Time: _____

Event Description: _____

Please check all that apply: After School Activity Animals Athletic Event BBQ Concert/performance

Cultural Classes Fireworks Food/Concessions Fundraiser Fairs/Festival/Carnival Health Fair

Inflatables/Jumpers Meeting Other: _____ (Please attach extra sheet if necessary)

Off-Campus Event Facility Name & Address: _____

Have you entered into any agreement, contract or permit? Yes No - If yes, **please forward a copy of the document with this request**.

Does the offsite facility require Proof of Insurance from LAUSD? No Yes

(If yes, attach request form <http://certificatesofinsurance.lausd.net/>).

Anticipated Total Event Attendance per Day: {Participants, Spectators, Staff and Guests}: _____

Date informed Local District _____ Name of Local District Person Notified: _____

Method of Contact: Phone Fax Person Email

➤ **PRINCIPAL SIGNATURE:** _____ **Date:** _____

Please forward completed request to Risk Management & Insurance Services

@ riskfinance@lausd.net or Fax (213) 241-8956

- See Checklist on reverse page

Allow 30 days to process the request. We will contact you if we have additional questions.

➤ **RISK MANAGEMENT APPROVAL:** _____ **Date:** _____

Request for Approval of Off Site Special Event

The information requested must be forwarded in order to continue with consideration of approval of this event. The District, its board Members, Officers and individual Principals may be at risk for an adverse finding of liability in the event of an injury or accident during a special event.

Please provide our office with the information stated below regarding your school sponsored special event:

- Itinerary – detailed statement of ALL planned activities and participants
- Identify Event organizer and provide a list of Vendors/ Presenters, Food Concessionaires
- Certificate of Insurance - Standard insurance requirements (below): The actual insurance requirements will be determined by the nature and scope of your activity and is subject to change. *Please refer to LAUSD Insurance Guidelines by clicking here.*

COMMERCIAL GENERAL LIABILITY	
Each Occurrence Limit	\$1,000,000
Fire Damage (Any One Fire)	\$50,000
Medical Payments (Any One Person)	\$5,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations aggregate	\$2,000,000

- ❖ **Business Auto Liability Insurance** for owned, scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence. If no company or organization autos will be used, then an **Auto Liability Statement** must be completed.
 - ❖ **Workers' Compensation and Employers Liability Insurance** in an amount covering full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws. Part A – Statutory Limits, Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employer Liability
- Sole proprietors or organizations with no employees** are exempt from providing Workers' Compensation and Employers Liability Insurance, but must provide a signed **Workers' Compensation Statement**.
- ❖ **Abuse and Sexual Molestation coverage** (applicable when youth are involved in any capacity)
\$1,000,000 per occurrence/\$1,000,000 aggregate

** FOOD TRUCK VENDORS MUST PROVIDE: Certificate of Insurance, ServSafe, Health Permit & a copy of their Business License

All Certificates of Liability Insurance must list LAUSD as the certificate holder and as an additional insured, SEE BELOW.

The Certificate Holder portion of the insurance certificate must be listed as follows:

Los Angeles Unified School District & the Board of Education of the City of Los Angeles
333 South Beaudry Ave, 28th Floor
Los Angeles, CA 90017

AND

Additional Insured Endorsement must be noted as follows:

The Commercial General Liability policy and the Commercial (Business) Automobile policy **must** contain an additional insured endorsement in favor of:

“Los Angeles Unified School District and the Board of Education of the City of Los Angeles”

If more than 100 participants, spectators, staff and guests a supervision plan is recommended.



Division of Risk Management and Insurance Services

Vendor (Independent Contractor) Name: _____

Please Print

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of part of the insurance requirements being waived, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge from liability, and covenant not to sue, Los Angeles Unified School District (LAUSD), its officers, employees, and agents for liability from any and all claims resulting in personal injury, accidents or illnesses (including death), and property loss arising from this activity, but not limited to, services or products provided.

Activity or services provided: _____.

Signature

Date

Assumption of Risks: Engaging in the above activities/services carry with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries, accidents, mistakes, errors or omissions. The specific risks vary from one activity to another, but range from physical injuries such as from slips and falls to personal property damage or loss to include minor auto accidents or other unforeseen accidents.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in this activity/event. I hereby assert that I do not currently maintain

Business Automobile Liability

Worker's Compensation

coverage for these risks, whether first party or third party, and that I knowingly assume all such risks as a part of the consideration for this activity and I understand I will not be covered by any of LAUSD's liability insurance coverage, whether self-insurance or commercial coverage.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD the LAUSD HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of participation in this event, activity or services and to reimburse LAUSD for any such expenses incurred by the District.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement. I fully understand its terms and I understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature

Date



Office of Environmental Health and Safety

333 South Beaudry Avenue
Los Angeles, CA 90017
Phone: (213) 241-3199
Fax: (213) 241-6816



ACTIVITY CHECKLIST FOR CARNIVALS AND OTHER EVENTS

The following guidelines are recommended to ensure that a safe environment is provided for a successful event. The administrator or activity delegate is responsible for completing the form and fulfilling the requirements of the checklist.

Preliminary Procedures

- Secure authorization from the Fire Prevention Bureau, Schools and Churches Unit or the local City or County Fire Department. L.A. City 213-978-3660/3, L.A. City (Valley Bureau) 818-374-1110, L.A. County Fire 818-362-5472, 323-264-7342 or 310-217-8395.
- Check for compliance with regulations and guidelines outlined in applicable bulletins and memorandums.
- Check area suitability for the proposed activity.
- Include a detailed list of all games or contests, with the "Request for Authorization for Student Body Expenditure and Receipt" or "Notice of Intent".
- All events must have permission to use the school property from Leasing and Asset Management before the event can occur. All events must comply with all LAUSD, city, state and federal regulations.
- It is the responsibility of the school to verify with the assistance of Risk Management that vendors have proper liability insurance.

The Los Angeles Unified School District will not approve the following types of activities: Sharp Darts or Arrows, Throwing of an Object at a Person (pies, sponges, balloons, etc.), Dunking Pupils or adults into Water Tanks, Destruction of Old Automobiles Using a Hammer or Other Means, Animal Rides, Trampolines, Climbing Walls, Bungee Jumping Equipment, Gyroscopes, Giant Slides, Food Eating Contests and Car Washes. See Bulletin 5353.0 for policy on mechanical rides. This is not an exclusive list and all activities are subject to review.

Activity Checklist

1. Booths, Bleachers, Platforms, etc.

- Install booths made of non-combustible or fire resistive materials (plywood, pressed wood at least 1/4" thick or metal).
- Have Maintenance personnel inspect temporary seating, bleachers, etc., authorized by Civic Center permits and/or the individual school with final approval from the Office of Environmental Health and Safety (OEHS).
- If an aisle is only on one side, no more than 7 chairs may be bound together for any one group of chairs. The use of individual loose chairs is permitted up to total room capacity in rooms having an occupant load of 200 or less.

2. Decorations

- Use flameproof material. No flammable materials permitted.
- Stage seats, curtains, draperies, floats, wrapping paper, streamers & signs shall be made of flame retardant materials. Butcher paper may be used as a table cover if secured at all ends with no overhang.

3. Electrical, Fire, Lighting

- Temporary wiring, lighting, and appliances usage must be approved by the Electrical Technical Unit prior to event.
- Do not use any open flames, flame producing devices, candles, oil lamps or lanterns.
- Have an adequate number of portable fire extinguishers with proper classifications available or garden hoses.
- Fireworks and other pyrotechnic devices must be validated with a Fire Department Fire Permit obtained through the local fire authority having jurisdiction for the area the school is located.
- Barbeques and grills are approved for use when permitted by the local fire authority having jurisdiction. Only adults are permitted to use barbeques; no children may use equipment.
- Do not chain any doors closed.

4. Food and Refreshments

- Food preparation areas must be fully enclosed & have a cleanable floor surface.
- Water must be supplied through a food grade hose or stored in approved food grade containers
- Hot water shall have a minimum temperature of 120 degrees
- All booths that handle non -packaged food (including beverages) must have hand washing facilities within the booths.
- All booths using utensils require a 3 compartment metal sink.
- Approved toilet facilities must be located w/in 200' walking distance of all food booths
- All food or beverages that have been stored or prepared in a private home may not be offered for sale or given away. The only exception is non-potentially hazardous baked goods or candy.
- Food and beverages dispensed through LAUSD cafeteria kitchens must have a LAUSD Food Service Representative on site.
- Follow all applicable Health and Safety codes.

5. Parking

- Arrange parking in designated areas with permission of Principal. Locations must comply with Fire Department regulations.

6. Rubbish

- Provide metal rubbish containers for waste and empty them regularly
- Rubbish containers shall not obstruct aisles, pathways or exits.

7. Salvage/Rummage Drives

- Arrange for constant supervision during the removal of salvage/rummage goods.
- Loading and unloading of salvage must be conducted by authorized personnel such as a District person or other individuals trained for this activity.
- Used clothing is not approved for rummage sales.

8. Screens and Barricades

- Barricades shall not obstruct aisles, pathways or exits.
- Barricades shall be secured against falling.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUEST FOR FACILITIES USE

ATTACHMENT H

Requests must be received no later than 15 Business days before the first day of your requested use.

I. APPLICANT INFORMATION

Date: _____

Please indicate your organization type below and fill in the required applicant information.

FOR LAUSD SCHOOLS OR OFFICES, PROP 39 /CO-LOCATED CHARTERS (only):

- LAUSD School or Affiliated Charter
LAUSD Board Member or District Offices
Prop 39 / Co-Located Charter School

School/Office Name: _____

Mailing Address: _____

Street Address, City, State and Zip Code

LAUSD Contact Person: _____ E-mail: _____

Phone: () _____ Fax: () _____

Will this event/activity be co-sponsored by other organizations? YES NO

Please list additional sponsors here: _____

OTHER APPLICANTS: The applicable processing fee (money order or cashier check only) is required to be submitted with each application

- Civic or Service Group or one of the following groups: i.e. Boy Scouts, Girl Scouts, Camp Fire Girls, Good News Club or School Advisory Councils
Other Schools or Private Schools
Public or Governmental Agency
Neighborhood Council
Off-Season Coach
PTA / PTO / Booster
Religious Organization
Non-profit with 501(c)(3)
Other (describe)

Organization Name or Applicant: _____

Mailing Address: _____

Street Address, City, State and Zip Code

Contact Person: _____ Website: _____

Driver License or ID# _____ State where license/ID was issued? _____

Phone: () _____ Fax: () _____

Cell: () _____ Email: _____

II. SCHOOL WHERE EVENT/ACTIVITY WILL TAKE PLACE:

a. 1st choice _____ School Contact & Title: _____

b. 2nd choice* _____ School Contact & Title: _____

(*2nd choice required only if applying for a recreational permit.)

III. EVENT/ACTIVITY DESCRIPTION

(a) Please mark an "X" in the columns to the right to indicate your responses to the questions

- Will this event occur during school hours?
Will any District or Student Body funds be used?
Will you charge for the sale of products or fees for services?
If YES, how much per person? \$ Per day \$ Per week \$
Will any fees, admissions or donations be charged or collected for this event/activity?
If YES, how much per person? \$
What are funds used for? _____

Table with 2 columns: YES, NO. Rows for questions 1, 2, 3, and 4.

Describe intended event, program or use in detail (Use separate sheet if necessary.) Please attach corroborating information such as copy of flyer or advertising, list activities, detailed agenda or schedule and event itinerary.

(b) Will any of the items or categories below be a part of the intended event? (Check all activities applicable to your event.)

- Animals BBQ Fireworks Fundraiser Festival/Fair/Carnival Inflatables/Jumpers
 Childcare/Enrichment Cultural activities Religious services Concert/performances
 Recreational sports Recreational camp/clinic Summer/winter/spring camp
 Beautification Event (i.e. gardening, tree planting, murals or painting, campus clean-up)
 Meetings - Check One: _____ Open to the Public _____ Closed to the Public or by invitation only
 Topic to be covered: _____

(c) Will there be food / food concessions at event? YES NO
 If YES, Pre-packaged food Catering Food Trucks
 Other (explain) _____

IV. REQUESTED DATE(S) / TIME(S): You may attach additional sheets if necessary.

	Event/Program Dates		Times		Specify days of use (i.e. daily, only Mondays)
	From:	To:	From:	To:	
Date(s):					
Date(s):					
Date(s):					
Rehearsal					
Set-up					
Tear-down					

V. ATTENDANCE: Participants/Spectators:

- (a) Number of participants _____ (b) Number of spectators _____
 (c) Will minors (individuals under the age of 18 years old) be participating in this event? YES NO
 (d) What percentage of participants live within boundaries of LAUSD? _____

Youth Group Applicants Only:

- (a) Has the applicant submitted, along with this application, a list of the group's representatives who will be on site during meetings, on this campus(es)? YES NO
 (b) The Applicant understands and agrees that the youth group and its representatives are not authorized to access the facility noted in this application but not authorized to access any other areas of the campus. YES NO

VI. REQUESTED FACILITIES:

Check all facilities to be used:

- Indoor Facilities:**
 - Auditorium Classrooms, number of classrooms _____
 - Cafeteria Dining Area only Library Multipurpose Room
 - Other (please specify) _____
- Recreational Facilities:**
 - Gymnasium Middle School Gym
 (Check appropriate school/gym size if applicable) High School Gym: Small Large
 - Football Field Soccer Field Tennis Courts Track Field
 - Swimming Pool Baseball/Softball Diamond Other _____
- Outdoor or Other Facilities:**
 - Outdoor Lunch Area Playground/Blacktop Quad
 - Other _____

VII. Parking/Parking Operations:

NOTE: Availability of parking or sufficient parking to accommodate your use during any event is not guaranteed and is at the discretion of the school or District office.

- (a) Check all areas to be used for parking: Street Parking Parking Lot Playground / Blacktop
 - i. Parking will be (check one): **SELF PARKING (no parking operator)**
 PARKING OPERATOR/VALET COMPANY
 - ii. If the applicant is not a parking operator, please provide the name of the company providing services here: _____ (NOTE: Parking operator will also be required to provide insurance.)
 - iii. Will shuttle services be provided? **YES** **NO** Operator Name (if different from above): _____
- (b) Number of cars anticipated? _____
- (c) Will a fee be charged to park? **YES** **NO**
 If **YES**, how much per vehicle? \$ _____ Per day \$ _____ Per week \$ _____

VIII. Will District equipment be required? Describe below (Audio visual, lighting, tables, chairs, etc.) **YES **NO****

(Applicant must request the use of furniture and equipment with the school administrator. Additional fees may be required to be paid for rental of equipment and technical services.)

IX. Insurance Requirements

See Attachment B for Standard Insurance Requirements which are subject to change. Actual insurance requirements will be determined by the nature and scope of your event or activity.

By signing below, the Principal, Administrator or applicant represents that the information provided in this Request for Facilities Use is true and correct. Misstatements, misrepresentations or omissions may cause cancellation, delay or refusal of this facilities use request.

**FOR LAUSD School/Office/Prop 39/
Co-located Charters events**

PRINCIPAL / ADMINISTRATOR SIGNATURE:

FOR OTHER APPLICANT SIGNATURE:

Signature and Date

PRINT NAME and TITLE

Name of School or Office

Signature and Date

PRINT NAME and TITLE (if applicable)

Name of Organization

Forward your completed Request for Facilities Use form as follows:

Scan and email to: facilities-use@lausd.net

OR

Mail or walk-in application to:

Los Angeles Unified School District
Permit Office
333 S Beaudry Avenue, 1st Floor
Los Angeles, CA 90017
Business Hours: 7:00am to 4:00pm

Should you have any questions, please contact:

Los Angeles Unified School District Permit Office	213-241-6785 213-241-6900
---	------------------------------

PLEASE BE ADVISED THAT COMPLETION OF THIS FORM AND/OR ACKNOWLEDGEMENT OF RECEIPT OF THIS REQUEST FOR FACILITIES USE DOES NOT CONSTITUTE APPROVAL OR PERMISSION TO MOVE FORWARD WITH YOUR USE.

After the initial review of this completed Request for Facilities Use form, your request will be forwarded to the Division of Risk Management or LAUSD Permit Office for further handling.
Additional documents and fees may be required by these offices prior to formal approval of your request.