



WHO MAY APPLY

The use of school facilities, when such use will not interfere with the conduct of the school program, may be granted for non-school purposes to citizen groups or organizations which may engage in supervised recreational activities, or may meet and discuss any subjects and questions which appertain to the educational, political, economic, cultural, artistic and moral interests of the citizens of the community in which they reside.

RESTRICTIONS AND PROHIBITIONS

1. Meetings shall be inclusive, shall be open to the general public and shall be conducted in the English language provided, however, that for good cause a Review Committee may approve meetings in another language provided an interpreter is present.
2. Issuing of a Civic Center Permit shall not be contingent upon contributions or donations to schools, school programs, school events and booster clubs, etc.
3. Nothing shall be sold, offered or advertized for sale on school premises including, but not limited to items of literature. This restriction shall not apply to activities for which a direct cost is made by the applicant.
4. School premises shall not be used later than 11 P.M. by non-school groups or during the hours that school is in session except upon special permission of the Principal and the permit issuing office. Any granted exceptions may result in additional fees.
5. School premises shall not be used as campaign headquarters for any purpose by any person, group, club or organization.
6. Usage of school by a single organization or activity may be limited in order to ensure an equitable distribution of Civic Center Permits among the various organizations and activities.
7. No permit shall be issued for ballroom dances except those sponsored by the Youth Services Section, Parent-Teacher Associations, or as specifically authorized by the Superintendent.
8. Meetings shall be non-exclusive and shall be open to, and of interest to, the general public.
9. Permits for the use of cafeteria and other facilities for the serving of food may be issued only in conjunction with Civic Center meetings/activities; with the consent of the Principal; and the approval of the Food Services Branch.
10. There will be no smoking within any building or in any other place on the school site.
11. The following are prohibited: the use of profane language, possession of or use of intoxicating liquors or narcotics, quarreling or fighting, betting or other forms of gambling, card playing, conducting raffle or lottery. No activity shall be conducted which constitutes a violation of any local, state, or federal law.
12. No structures may be erected or assembled on school premises, nor may any electrical, mechanical or other equipment be brought thereon unless special approval has been obtained from the office issuing the permit in compliance with Los Angeles Unified School District standards.
13. No gratuities shall be given to or accepted by District staff.
14. All school grounds shall be left in the same order, condition and degree of cleanliness as existed at time of entry.
15. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, penal and safety laws and regulations.
16. After one-half hour waiting period, school premises will be locked if the group has not arrived.

CHARGE STATEMENTS

1. Youth Group Applicants, see front of application, Section A & B. Youth group applicants are charged direct costs during District holidays and vacation periods only in accordance with the Los Angeles Unified School District guidelines.
2. Adult group applications are charged direct costs in accordance with the Los Angeles Unified School District guidelines.
3. Any service costs, fees or deposits may be refunded in the event of cancellation of the request, provided that such cancellation is received by the school facility, and the Civic Center Permit Office at least 36 hours prior to the time of scheduled use, or if the permit is granted for a weekend, at least one work day prior to the time of scheduled use. If it can be shown that the cancellation was beyond the control of the applicant, the Civic Center Permit Office shall determine if a refund shall be made.

STATEMENT OF INFORMATION

The applicant states that, to the best of his or her knowledge, the school property for which this application is hereby made will not be used by any group advocating or committing any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means, and that, to the best of his or her knowledge, said group is not a communist action organization or a communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury under the laws of the State of California.

APPLICANT ATTESTS

1. The person or group to whom a permit for the use of school premises is issued shall be responsible for loss or damage to school district property or for personal injury or personal property damage sustained by any person as a result of the activity. The board of education assumes no responsibility for any injury which may occur.
2. Applicant certifies that the proposed activity will not violate CIF or IAC rules and regulations.
3. The applicant has read and understood all terms and conditions of this permit application including the reverse side hereof. The applicant further represents that the information provided is true and correct. Mistatements, misrepresentations or omissions may cause cancellation, delay or refusal of permit requests.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title or Office Held by Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

**Return application to the Civic Center Permit Field Office location checked below:**

**NADINE TACHEFF**  
 North Field Office  
 Civic Center Permits  
 5607 Capistrano Avenue  
 Woodland Hills, CA 91367  
 Phone: (818) 587-4347

**SARA PEROCHENA**  
 North Field Office  
 Civic Center Permits  
 5607 Capistrano Avenue  
 Woodland Hills, CA 91367  
 Phone: (818) 587-4347

**ROSALIA STEWART**  
 South / West Field Office  
 Civic Center Permits  
 2635 Colby Avenue  
 Los Angeles, CA 90064  
 Phone: (310) 478-2093

**PATRICIA DELGADILLO**  
 East Field Office  
 Civic Center Permits  
 1317 San Julian Street  
 Los Angeles, CA 90015  
 Phone: (213) 745-5920