



LOS ANGELES UNIFIED SCHOOL DISTRICT  
BEYOND THE BELL BRANCH  
Civic Center Permit Office

**IN-SEASON**

IN-SEASON FORM: 09/10/2014

**In-Season Additional Hour Authorization Request**

This Request is for use of School Facilities for additional hours **past 6pm** and on **Saturdays**. Consideration of the request will occur when the applicant of the Civic Center Permit is an on-site school-based LAUSD employee authorized by the school site principal for uses solely occurring at their designated school assignment location, and the particular LAUSD high school athletic team attempting to use the facility is currently **in the season of sport**. This form must be reviewed and approved by both the Athletic Office and the Civic Center office 10 business days prior to the first practice that occurs after 6pm on weekdays or Saturdays. As a point of clarification, coaches **must also complete** this authorization request form for Saturday practices. This form is for use by the head coach of the particular LAUSD high school athletic team or the school's Athletic Director to request access to school facilities after 6pm on weekdays or Saturdays during the season of their sport. **This form does not apply to activity which is out of season.**

For requests occurring during the season of sport, a completed Civic Center Permit Application does not have to be submitted with this form in order to be considered for authorization to use school facilities past 6pm or on Saturdays. For requests occurring during the season of sport, this is the only form needed. Once your request is received and evaluated by Civic Center Permit Office staff and Athletic Office staff, a representative from the Civic Center Permit Office will contact the employee/applicant on the status of the request. Please fill out all information below and submit the request between the dates located on the 2<sup>nd</sup> page of this In-Season Additional Hour Authorization Request.

School Name: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Employee/Applicant Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_ Employee Email: \_\_\_\_\_

Date(s)/Day(s) Requested: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Request Information** (required):

(Please include facility, dates, time, team (e.g. Boys/Girls Varsity/JV), practice or contest, and CIF sanction number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(School Site Administrator must attest and then **INITIAL** each statement below in order for the partial waiver request to be considered. Please note that missing or incomplete information may result in the delay or denial of the permit partial fee waiver request).*

\_\_\_\_\_ I have verified that no fees will be charged at the site to any of the participants of the activity stated above (i.e. admission fees, collection of contributions, or any fees for membership, etc.).

\_\_\_\_\_ I verify that the proposed activity will not violate any CIF or LAUSD rules and regulations.

\_\_\_\_\_ I agree and acknowledge that the District employee/applicant from this school site will supervise the activity requested and maintain the upkeep of the facility. (indicate name and employee number above).

\_\_\_\_\_ I understand and agree that no Beyond the Bell, Civic Center Permit personnel coverage, nor payment thereof, will be provided.

I understand the guidelines listed above and certify that the information is true and correct. Final determination of any partial waiver or reduction of fees will be made by the Civic Center Administrator.

\_\_\_\_\_  
School Site Administrator Name (PLEASE PRINT)

\_\_\_\_\_  
School-Site Administrator Signature

\_\_\_\_\_  
Date

**ATHLETIC OFFICE USE ONLY**

**CIVIC CENTER OFFICE USE ONLY**

Request Authorized: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Request Authorized: \_\_\_\_\_ Request Denied: \_\_\_\_\_



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Permit Period "A"		
Requested Month/s	Start of Application Period	Application Deadline
July	April 15	May 15
August		
September		
October		

Permit Period "B"		
Requested Month/s	Start of Application Period	Application Deadline
November	August 15	September 15
December		
January		
February		

Permit Period "C"		
Requested Month/s	Start of Application Period	Application Deadline
March	December 15	January 15
April		
May		
June		