
PROCEDURE FOR FACILITY USE (PSS-P004)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the method that is used for processing permits to use school facilities.

2.0 RESPONSIBILITY:

- 2.1 Clerk III

3.0 APPROVAL AUTHORITY:

- 3.1 Clerk III

Signature

Date

4.0 DEFINITIONS:

- 4.1 Permit – Application for Use of School Facility for use by outside organizations or members of the public.
- 4.2 In-house permit - Notice of School Building Use for use by site or district departments for school events or district sponsor events.

5.0 PROCEDURE:

- 5.1 A request for use of a school facility is made in person, by telephone/fax, or mail.
- 5.2 Contact the site to check if the request interferes with any pending school activities.
- 5.3 Input data into the Escape Facility Scheduling Program based on the information submitted on the Application for Use of School Facility.
- 5.4 The Escape system will automatically assign an event number for each Application for Use of School Facility entered. Write the event number as the permit number on the upper right hand corner of the Application for Use of School Facility.
- 5.5 Write today's date on the date line below the Permit No.
- 5.6 Initial the bottom of the application to complete the process.
- 5.7 The Application for Use of School Facilities is now an approved permit confirmation.
- 5.8 Distribute the yellow copy to the permit holder, pink copy to the Site Administrator, goldenrod copy to the Plant Manager, and file the white copy by school site.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Application for Use of School Facility
- 6.2 Notice of School Building Use

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Use of School Facility Permit	File cabinet in Permit/Security Office	2 years	Discard after 2 years	Secured file cabinet

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/17/05	A	Initial release

***** End of procedure *****