

**LOS ANGELES UNIFIED SCHOOL DISTRICT - Division of Adult and Career Education
REQUEST FOR BRANCH LOCATIONS - NON PUBLIC SCHOOL-RENTAL LEASE
(LEASE REQUEST)**

TO: DIVISION OF ADULT AND CAREER EDUCATION

Date: _____

To provide housing for educational activities, I request the establishment of the following Branch Location:

1. Name of Branch Location _____

2. Address _____ Telephone _____

3. Person employed by facility to contact regarding permit: Address if different from Branch Location:

4. Effective date from _____ to _____

5. All classes listed below are from the "Catalog of Authorized Subjects for Community Adult Schools and Occupational Centers" and are in compliance with existing Board of Education policy.

Course Number	Course Title	Funding Source	Instructor in Charge	Room #	Day of Week	Clock Hours

Comments: _____

* If there is no room number, provide a plot plan indicating space to be used.
Estimated annual lease cost \$ _____

Principal

Adult School or Center

APPROVED:

Facilities Operations Unit Date

The Real Estate Branch of the Los Angeles Unified School District is the only authorized agent to negotiate rental agreements.

Procedures:

1. Send only the original completed Lease Request to the Division to the Division of Adult and Career Education (School Facilities Operations Unit).
2. To establish branch locations, please send Lease Request at least eight weeks prior to the effective date of class.
3. Only one Lease Request per year is required for each lease location. (Any changes please inform School Facilities Operations Unit).

Fire, safety, and asbestos inspections are initiated by the Real Estate Branch.