

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

FORM B

Date: _____

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	Instructor in Charge	Room #	Day of Week	Clock Hours

Comments: _____

USE PERMIT

The Los Angeles Unified School District is hereby granted permission to use the above named facility for the designated time, without rental charge to the Board.

 Authorized Facility Administrator

 Title

 Principal

 Adult School or Center

APPROVED:

 Facilities Operations Unit

 Date

Procedures:

1. Send only the original completed Use Permits to the Division to the Division of Adult and Career Education (School Facilities Operations Unit).
2. To establish branch locations, please send Use Permits at least three weeks prior to the effective date of class.
3. Only one Use Permit per year is required for each Non-Public Branch Location. (Any changes please inform School Facilities Operations Unit).

