



Temple City Unified School District

Facility Use Approval Process

Organization downloads Facility Use Application under Facility Services Tab of TCUSD website

This should be submitted at least 14 days before requested use.

Completed Application & insurance certificate submitted to Maria Cabrera

Mcabrera@tcusd.net

Upon receipt of completed application it is forwarded to site principal for their review and approval / rejection.

Rejected

The forms are sent back unsigned with a reason for denial. Applicants are notified accordingly.

Approval
Signed approval from site principal is then sent to the Director of Enterprise Risk Management for review & final approval.

Once approved, final documents along with estimated fees are sent to the applicant, with copies sent to the site principal & secretary.