



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## DIVISION OF BUSINESS SERVICES

15959 E. GALE AVENUE • P.O. BOX 60002 • CITY OF INDUSTRY, CA 91716-0002  
(626) 933-3820 OFFICE • (626) 933-3822 FAX

### FACILITY USE PROCEDURE

## PLEASE ALLOW AT LEAST 2 WEEKS FOR APPROVAL

1. Applicant may pick up an Application for Use of School Facilities, Form #1018, from Business Services or the site, or they may download the form at [www.hlpusd.k12.ca.us](http://www.hlpusd.k12.ca.us).
2. Applicant shall complete the application and submit it to the requested site. The principal or their designee will check for availability of the requested date(s) and time(s).
3. After the site has verified availability of the requested date(s) and time(s), they shall sign and date the application and forward it to Business Services.
4. Proof of insurance must be submitted before approval will be given. If the required proof of insurance is not submitted with the application it may delay the process for approval. Please be sure that:
  - a. The name of the organization or sponsor matches the name on the insurance.
  - b. The certificate of liability insurance and endorsement page list **Hacienda La Puente Unified School District, 15959 E. Gale Avenue, City of Industry, CA 91716**, as an “additional insured.” *Please do not list the requested site.*
5. Business Services staff will log and review the application and insurance documents. If all paperwork is complete, the application will then be forwarded to the Director of Facilities for approval.
6. After the application has been approved, Business Services staff will send copies of the approved application to the Applicant, Accounting, M & O, Police & Safety Department and the Site.
7. **If the application is for an event that requires prior Board approval, i.e. a carnival, an agenda item may be submitted after steps 1-6 of the application process have been completed.**
8. It is the responsibility of the site to make arrangements for any extra services which may be required and/or requested, i.e., custodians, police coverage, etc.
9. If custodians are used, time sheets must be signed by the custodian, site administrator and the user of the facility.
10. Site administrator shall put the proper account number on the time sheet.
  - a. Please use the following string for Facility Use:

	Object	Location
01.0	00000.0	81000
50000	XXXX	XXXXXXXX
11. M & O staff will sign the time sheet, verify account number and send it to Payroll.
12. Invoices may then be processed.

Rev. 11/11

*Vision Statement:*

*The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.*