

A CIVIC PERMITS REQUEST IS REQUIRED FOR ALL VENDOR ACTIVITIES



Facility Use Dept.

creyes@tusd.net

x1133

Fax# 830-3269

TUSD INTERNAL FORM NEW VENDOR REQUEST

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If a school is hiring an Entertainment School Activity Vendor on District property for an assembly, restaurants, DJ, sports, photographer, etc., the vendor must be insured and Board Approved. For more details, refer to the School Activity Vendor Approval Instructions and Contract Approval/Signature Limitations. *If vendor is for educational instruction, training for staff, students or parents, paying a vendor with Title 1 funds, **disregard** this form and contact Ed Services Secretary for MOU/Board Agenda instructions.*

School employee completes this form (not the vendor), obtains site signatures below and sends to the Facility Use department. School informs proposed Vendor the Facility Use department will contact them for TUSD's requirements (Insurance, IRS W9 and vendor contract). When the vendor has provided the requirements, the Facility Use department prepares Board agenda for Vendor List Board approval.

School Name: _____

School Contact: _____ **Email#:** _____

Does this vendor have significant unsupervised contact with students? Yes ☐ No ☐

Vendor Activity sponsored by: Site ☐ ASB ☐ Parent/Booster Club ☐

Method of Funding (required): Title 1 ☐ District ☐ ASB ☐ Parent/Booster Club ☐ MAA ☐ None ☐

Does the Vendor have a contract? Yes ☐ No ☐ If yes, send with this request

Vendor must provide TUSD requirements at least two weeks prior to a Board meeting

Vendor Business Name: _____

Provide detailed vendor activity: _____

Name of Program(S) or Show(S): _____

Date of Event(s): _____

Vendor Contact Name: _____ **Phone#** (____) _____

Email: _____ **Fax#:** (____) _____

Email address is required to send attachment samples

Website: _____

School Site Signatures Required:

School Contact: _____ **Date:** _____

HS Activity Director: _____ **Date:** _____

(When applicable)

HS Athletic Director: _____ **Date:** _____

(When applicable)

Principal: _____ **Date:** _____

R e q u i r e d

Emailed vendor: _____

Board Meeting: _____

Board Approved: _____