

# **FACILITIES USE PERMIT**

Any time we want to use the school (rooms or playground) outside of regular school hours, we must complete a Facilities Use Permit application through the Tustin Unified School District. As PTO we do not have to pay for the use of the space, but we do need to apply for the use of the space according to the school district's process. Any outside vendors/suppliers will be required to comply with the school district's rules (including providing letters of insurance) and most outside vendors are familiar with this.

Before applying for a Facilities Use Permit, check with the school office to confirm that the space you are asking for is available.

## **Online facility use scheduling system**

Web site: <http://www.tustin.districtcalendar.org/>

To create a user account: click "**New User**" at bottom of home page and fill in form.

If you have questions about the form, contact:

**Dawn Krueger**

Facilities

Maintenance & Operations

714.730.7327 ext. 50402

714.508.9046 (fax)

[www.tustin.k12.ca.us](http://www.tustin.k12.ca.us)

***Tustin Unified School District***