

Manhattan Beach Unified School District

325 South Peck Avenue

Manhattan Beach, CA 90266

(310) 318-7345 ext. 5043

Fax (310) 303-3823

TO: Facility User

FROM: Jiji Mara, Facilities Coordinator

RE: INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR USE
OF SCHOOL PROPERTY

1. Submit the completed Application for Use of School Property form. If you are a non-profit organization, you must provide a 501-3C number.
2. Complete the facility requested, site location and purpose of use.
3. Provide detailed information regarding special equipment or services needed.
4. Provide day, date, use, arrival/departure time and total number of hours of use.
5. Print/type and sign name of authorized representative.
6. Print/type department, organization and address of user.
(We will mail a copy of permit to facility user).
7. Print/type title or position and telephone number.

A valid application consists of an application that has been signed, dated and given a permit number. It will then be mailed to the applicant upon receipt of the required **Certificate of Insurance**. A check for the amount indicated on the application must also be submitted in order for the permit to be valid. **No exceptions!**

There is a 30-day processing period for all applications.

Please return application to the school site or mail to:

Jiji Mara, Facilities Coordinator
Manhattan Beach Unified School District
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