



## San Diego Unified School District

PHYSICAL PLANT OPERATIONS CENTER  
4860 Ruffner Street, San Diego, CA 92111-1522

(858) 637-6202/ 6204  
Fax: (858) 573-5856

Acquisition and Asset Management

### **RENTAL REQUEST DIRECTIONS**

**WHEN REQUESTING USE OF A SCHOOL FACILITY, PLEASE TYPE OR PRINT REQUEST AND INCLUDE THE FOLLOWING INFORMATION:**

1. NAME OF SCHOOL
2. TYPE OF FACILITY, EX. AUDITORIUM, CAFETERIA, CLASSROOMS, ETC.
3. TYPE OF ACTIVITY OR EVENT
4. APPROX. NO. OF ATTENDEES
5. DATE(S) OF EVENT OR ACTIVITY
6. TIME(S) OF EVENT OR ACTIVITY
7. NAME OF ORGANIZATION OR COMPANY
8. NAME OF CONTACT PERSON OR REPRESENTATIVE
9. HOME, WORK OR CELL PHONE NUMBERS
10. HOME OR ORGANIZATION'S ADDRESS

**PLEASE FAX YOUR REQUEST TO 858-573-5856 OR E-MAIL TO [ycontreras@sandi.net](mailto:ycontreras@sandi.net)**

**YOUR REQUEST MUST BE RECEIVED BY THIS OFFICE AT LEAST 3 WEEKS PRIOR TO THE DATE OF YOUR EVENT OR ACTIVITY. AS SOON AS WE RECEIVED YOUR REQUEST WE FILL OUT A RENTAL REQUEST FORM AND SEND IT TO THE SCHOOL FOR AVAILABILITY AND APPROVAL. YOU WILL BE NOTIFIED AS SOON AS WE RECEIVED THE REQUEST BACK FROM THE SCHOOL (USUALLY AFTER A WEEK). PLEASE CALL US IF YOU DO NOT HEAR FROM US AFTER 2 WEEKS.**

**RATES DEPEND ON THE ORGANIZATION'S STATUS WHETHER PROFIT OR NON-PROFIT. FOR A NON-PROFIT ORGANIZATION, A COPY OF YOUR TAX EXEMPT (501C) LETTER FROM EITHER THE INTERNAL REVENUE SERVICE OR FRANCHISE TAX BOARD IS REQUIRED.**

**A LIABILITY INSURANCE (\$1M IN LIMITS & \$2M AGGREGATE) NAMING SAN DIEGO UNIFIED SCHOOL DISTRICT AS ADDITIONAL INSURED MUST BE SUBMITTED AT LEAST A WEEK BEFORE THE EVENT OR ACTIVITY.**

**A CASHIER'S CHECK OR MONEY ORDER IS REQUIRED FOR PAYMENT OF LESS THAN 15 WORKING DAYS PRIOR TO THE EVENT. CHECK IS PAYABLE TO SAN DIEGO UNIFIED SCHOOL DISTRICT.**