

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Adult and Career Education

BULLETIN NO. 3 (Rev.)  
March 24, 2004

SUBJECT: BRANCH LOCATION POLICIES AND PROCEDURES

- I. Forms
- II. Restrictions and Exceptions
- III. Sites
- IV. Funding
- V. Custodial Assistance
- VI. Contracts
- VII. Fire Department Approval
- VIII. Miscellaneous Information

This revision supersedes the bulletin of the same number issued on April 26, 1990. The content has been updated to reflect changes in Division organization, policy and procedure.

I. FORMS

- A. A Request for Establishment of Branch Location Form is to be completed for every site utilized for adult classes other than the parent community adult school or center.
  1. Classes to be held on Los Angeles Unified School District property (elementary school, middle school and high school, District office, etc.) should submit Public School Form A
  2. Classes held at non-district sites when no rental fee is involved should submit Non-Public School Form B.
  3. Classes held at non-district sites requiring a lease should submit Lease Request Form C.
- B. All forms should:
  1. Include the correct name and address of the site.
  2. Include the site telephone number when available.
  3. Include the name of the contact person at the facility. (The authorized facility administrator).
  4. Include the date classes will begin and terminate.

5. List courses with the number and title appearing in the Authorized Subjects Catalog. If more than three classes are to be offered, the list is to be continued on the reverse side of the Form.
  6. List the instructor and days/hour the class will convene.
  7. Provide room number being used for Non-Public (Form B) and Lease Request (Form C).
  8. Include facility administrator's signature on the original use permit. If the facility is a county-owned site (park, recreation center, playground, etc.) the signature of the "Head Administrator" is required. If the facility is a city-owned site, the signature of the "Director" is required. Requests for the use of a county or city library require the librarian's signature as the authorized facility administrator.
  9. Include the signature of the adult school or center principal.
- C. All changes, including classes and time schedules, are to be reported to the Division of Adult and Career Education, School Facilities Operations Unit, 333 S. Beaudry Avenue, 18<sup>th</sup> Floor, Room 179. Request for Establishment of Branch Location Form must be filled out again with the necessary signatures and changes. This procedure is required for administrative and informational purposes.
- D. Original branch location request form is to be submitted to School Facilities Operations Unit, 333 S. Beaudry Avenue, 18<sup>th</sup> Floor, Room 179 for routing, approval preparation of rental agreements or contracts (if necessary), and Board reports.
- E. Two copies of the form will be returned to the school or center, after approval. One copy is retained in the school file and the other sent by the school to the person in charge of the branch location site.

## II. RESTRICTIONS AND EXCEPTIONS

- A. No branch location (Public and Non-Public) class is to be started until Division Administrator of School Facilities Operations Unit has approved.
- B. Leases cannot be started until the Board of Education has approved the lease contract.
- C. Each branch location must be within the Los Angeles Unified School District, except for hospital sites used for nursing classes and certain regional occupational/employment preparation center programs. (Apprenticeship Programs, etc.)

### III. SITES

- A. Every attempt should be made to locate sites for branches where no costs will be involved. A principal is not to make a verbal or written commitment to anyone regarding lease cost. The Branch Location Request Form, however, contains space for comments
- B. If a lease is required, the principal should contact the Division Administrator, School Facilities Operations Unit, before proceeding, to determine whether funds are available.

### IV. FUNDING

Indicate on all lease requests the appropriation code number and title so rental charges, if made, will be correctly allocated. (Example A.B.E. and other S.F.P).

### V. CUSTODIAL ASSISTANCE

In a public school location, the school principal may request custodial time. Before proceeding, the adult school principal is to call the Administrator, School Facilities Operations Unit to request approval for use of custodial funds.

### VI. CONTRACTS

- A. When the branch location request includes student use of permitter's equipment, or involvement of permitter's employees, a contract must be drawn by the Procurement Services Group. An example would be the use of a hospital as a branch location. When using a hospital or industrial/business site, the principal should contact the supervisor of that program to assist in planning and determining the suitability of facilities.
- B. If a contract is necessary, the principal is to complete a branch location request for (Form B or C, whichever is appropriate). A "Form B" requires two weeks lead time and a "Form C" requires eight weeks prior to the beginning date of the class.

### VII. FIRE DEPARTMENT APPROVAL

- A. All branch locations, except public schools, must have approval from the Office of Environmental Health and Safety, when a non-public school branch location is being requested.
- B. In some instances, the principal may be asked to meet the inspector at the site. If an inspection is to be made, the owner of the property should be notified. This may result in withdrawal of the offer of the site.
- C. All non-public sites must be inspected by the Los Angeles Unified School District, Office of Environmental Health and Safety on a yearly basis.

#### VIII. MISCELLANEOUS INFORMATION

- A. Branch Location Request approvals do not extend beyond June 30 of any school year:
  - 1. Renewals of branch location requests for classes scheduled to begin in the Fall are due by July 1.
  - 2. Branch Location Requests for all other classes require various lead times prior to the beginning date of the class (see individual branch location requests).
- B. Branch request forms are available at the School Facilities Operations Unit, 333 S. Beaudry Avenue, 18<sup>th</sup> Floor, Room 179, telephone number (213) 241-3173.

For assistance, please call Tony Arellano, Administrative Specialist, School Facilities Operation Unit at (213) 241-3173.

APPROVED: Santiago Jackson, Assistant Superintendent

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Division of Adult and Career Education