On-line Permit Applications

- 1. Read the *Facilities Handbook* on our website for the policies and guidelines governing use of Berkley School District facilities.
- 2. Open the Facility Use Calendar from the BSD website <u>www.berkleyschools.org</u> in the blue "quick links" column on the left.
- 3. Use the CALENDAR FILTERS in the upper right corner if you only want to see the schedule for one building. Check to see if your date and room are available.
 - If the calendar is idle for awhile, you may get an "object reference not set" error message. Click the reset button on the calendar or your browser's reset button.
- 4. In the ACTIONS box on the left side, click Reserve a Facility. See example below.

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- 5. If you don't already have an account, you will need to register first. See below.
 - If you are already a permit holder, fitness center member or have taken community education classes, you might have account that needs to be activated. If you are unable to create a new account, email kristin.folsom@berkleyschools.org or call 248.837.8439.



- 6. Using the login and password, enter your permit information.
 - Set up/clean up times cannot be entered online. If you need more than ½ hour at the beginning and end, add that information under notes.
 - After you have received your permit, if there are changes date, time, room, etc. –send an email to kristin.folsom@berkleyschools.org

If you have questions, email kristin.folsom@berkleyschools.org or call 248.837.8439.