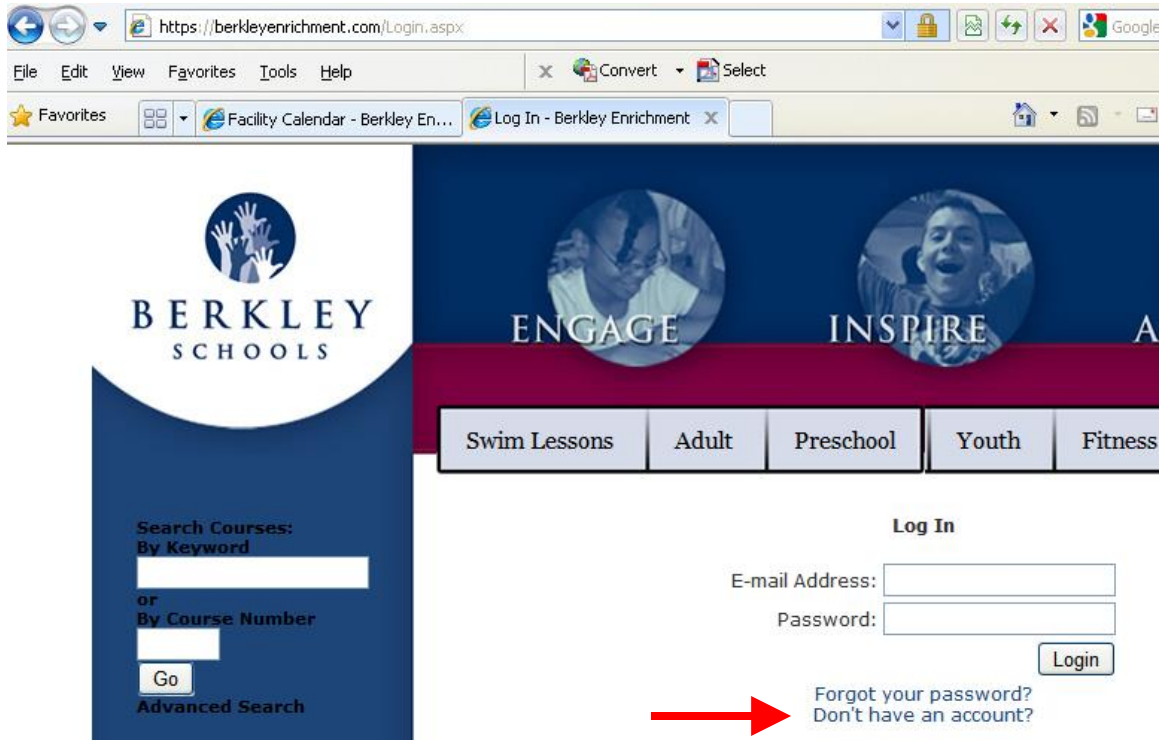


On-line Permit Applications

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 www.berkleyschools.org 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.

The screenshot displays the 'Facility Calendar' interface. At the top left is the Berkley Schools logo. Below it is a 'DATE SCOPE' section with links for 'Day View', 'Week View', and 'Month View'. To the right of this is an 'ACTIONS' box containing links: 'Return Home', 'Export Calendar', 'Reserve a Facility', and 'Reset Calendar'. A red arrow points to the 'Reserve a Facility' link. The main area is a calendar for the week of March 13, 2011, with a 'Jump to:' field set to 03/13/2011. The calendar grid shows activities for each day from Sunday to Saturday. On the right side, there are 'CALENDAR FILTERS' with dropdown menus for 'Facility Category', 'Room Category', and 'Use Type', all currently set to '[ALL]'. Above the filters are four navigation icons, with a red arrow pointing to the fourth icon (a circular arrow).

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.