

How to setup a user account

Any City Unified School District	Email PasswordForgot your password? Sign In		
Create an Account			
Any City Unified School District makes school and athletic facilities available for rental when they are not being used for school purposes.	Group Information What group do you represent in your application(s) for the use of facilities?		
All outside groups must apply for and obtain a permit in order to use a school facility. As a convenience to our community, this Civic Permits website is available to process permit applications online.	Group Name		
How to obtain a facility use permit	Address 2.		
Create an account to sign in to the system and apply for the use of school facilities.	City State ZIP Code		
Complete the email activation process to activate your account.	Select the Type of Group You Represent		
Apply to facility use Select a school, the facility you wish to use at that school, and the dates and times needed.	Class 1 - 5 chool Affiliated Solido affiliated propos. Class 2 - Youth- Serving Nonprofit Youth-serving nonprofit Class 3 - Adult. Serving Nonprofit Adult serving Nonprofit		
Approval by school district Your permit application goes through an approval process	 Class 4 - Religious, Commercial, or Other Religious, commercial, or other groups. 		

Steps 1-4

- 1. Enter the District, site or group name
- **2.** Enter the District, site or group Address
- **3.** (District/site users skip)

Nonprofit ID should be entered for groups claiming a nonprofit status

4. Select the appropriate group or class

Steps 5 - 9

- **5.** Enter your name.
- **6.** Enter your title (Admin, Director etc.)
- **1.** Enter your address or check the "Use address above" box
- 8. Enter your primary phone number
- **9.** Enter the email address you wish to receive notifications at.

	Primary Contact / Permittee The primary contact is the primary permittee and agent authorized to make an application for the use of facilities for the above organization.			
	First Name	Last Nam	e	
5.				
	Title			
6.				
	Use address above			
	Address			
7.				
	City	State CA •	ZIP Code	
8.	Primary Phone			
	Secondary Phone			
	Email			
9.				

10.	Account Password	Retype Password			
I agree to the Civic Permits terms and conditions.					
	Sign Me Up!				

Steps 10

10. Create a password with at least 6 characters

Passwords are case sensitive Step 11

11. You will receive an email link. Click on this to activate your account. Within about 24 hours you will be able to start entering your permit requests.