



Facility Use Procedure

Civic Permits New Permit Request

Tracy Unified School District has implemented a new procedure for the use of facilities and fields. TUSD is using Civic Permits online use of facility form. If you wish to use any TUSD facilities, please go to:

<https://tracyusd.civicpermits.com/> - you can find this link on the TUSD Staff Portal in Resources

Step 1: Create an account

All first-time users must first create an account. Complete the "Group Information", "Primary Contact" and "Account Details" sections on the home page. A confirmation email will be sent to the email address provided for account activation. Once activated you can log into the site and click on the "New Permit Request" green box on the right side of the screen to get started.

Step 2: Enter Activity

Specify the activity that your group will be conducting (i.e. soccer practice, baseball tournament, church services, etc.)

Step 3: Select Location

- Choose a location from the Location Requested button (Merrill F. West High School, Louis Bohn Elementary School, Earl Williams Middle School, etc.)
- After you select facilities, the location cannot be changed. To change the location, you must delete any facilities added to the permit application.

Step 4: Add Facilities

- Click on the Add Facility button to add facilities to your request. Only facility types available at the location requested are available to selection.
- Select one or more facility types and the date and time you need the facility.
- You can use the "Add Another Date" option to create another instance of the facility use or use the "Add Repeating Dates" option to create a series of recurring dates and times.
- If you have special requests and need specific equipment, put those items in area displayed.
- Click the "Add & Confirm" green button to add the facility to the permit application.
 - If you see any dates with a red banner below a date, that means the facility is not available at some point during your requested time. You will have to delete the date.
- You can repeat the above steps to add multiple facility request to the same permit application. However only one location can be selected on each permit application.

Step 5: Permit Questions

Answer all permit questions listed on the application. Please remember you are certifying your answers to be true and correct when you submit the permit application.

Click agreement buttons to AR 1330.1 Community Rental policy and terms and conditions.

Step 6: Submittal

When your permit application is ready, click on the “Submit” green button to send your application to the district. After you submit the permit request, you cannot make any changes to it. You must email Facility use department with changes.

Your application will be routed through the site and facility use approval process. You will receive email notifications as your application is processed. When the permit is approved by the District, you will receive a final email with a link to your approved permit. Renters must always print and carry a hard copy of the approved permit with them on the date(s) of their rental.

Renters - About Fee Estimates

You will be presented with the estimated fees for your selected facility usage when adding facilities to your permit application. These fees are based on the district’s approved fee schedule and your Tier group status (i.e. non-profit, youth sport recreation, for profit, etc.) as per the district’s policy. It is important to note that the fees are estimates only. Additional fees may apply including but not limited to custodial supply, utilities, labor and other applicable labor fees including and not limited to processing fees, recovery fees, and other fees in accordance with the district’s facility use policy.

For more information contact TUSD’s Facility Use Department: (209) 830-3297