Use of Facility Procedure

The District has implemented a new procedure for the use of our facilities or fields. We are now using Civic Permits an online Use of Facility Form. If you wish to use any of our facilities please go to **www.RJUHSD.civicpermits.com .** Instructions are below.

RJUHSD.Civicpermits.com New Permit Request instructions

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 provide 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 Clinic, Troop Meeting, etc.)

Step 3: Select Location

- Choose a location from the **Location Requested** field.(Adalante HS, Antelope HS, Granite Bay HS, Oakmont HS, Roseville HS, Woodcreek HS)
- After you add 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 for 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 the district has allowed requests for special requests and equipment to be considered a **Special Requests / Equipment** area is displayed.
- Click the **Add** button to add the facility to the permit application.
- You can repeat the above steps to add multiple facility requests to the same permit application. However, only one location can be selected on each permit application. Once you add facilities to a request the location requested cannot be changed without first deleting any facilities added.

Step 5: Permit Questions

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

Step 6: Submittal

When your permit application is ready click on the **Submit** button to send your application to the district. Your application will go through an approval process and you will receive email notifications as your application is processed.

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 group status (i.e. school affiliated, non-profit, etc.) as per the district's policy for facility usage. It is important to note that the fee estimates provided are just that: estimates. Additional fees may apply including but not limited to custodial supply fees, custodial labor charges, other applicable labor fees, permit application fees, processing fees, recovery fees, and other fees in accordance with the district's facility use policy.