

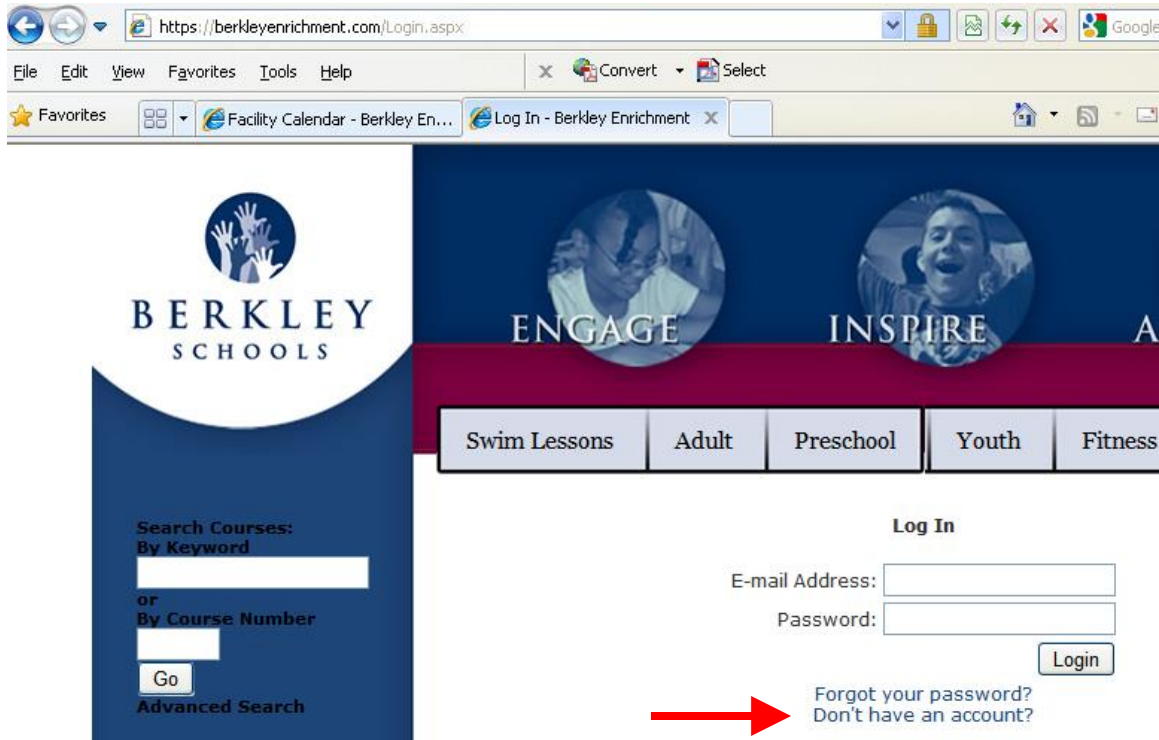
On-line Permit Applications

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' web application. At the top left is the Berkeley Schools logo. Below it is a navigation bar with icons for Home, Back, Forward, and Refresh (indicated by a red arrow). To the right is the 'CALENDAR FILTERS' section with dropdown menus for Facility Category, Room Category, and Use Type. On the left side, there is a 'DATE SCOPE' section with links for Day View, Week View, and Month View, and an 'ACTIONS' section with links for Return Home, Export Calendar, Reserve a Facility (highlighted with a red arrow), and Reset Calendar. The main content area shows a calendar for the week of March 13, 2011, with a 'Jump to:' field set to 03/13/2011. The calendar grid lists various activities and their times for each day of the week.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13 [Reserve a Facility]	14 [Reserve a Facility]	15 [Reserve a Facility]	16 [Reserve a Facility]	17 [Reserve a Facility]	18 [Reserve a Facility]	19 [Reserve a Facility]
	Parent/child Aqu 6:00 PM-6:30 PM Berkley High School - Pool	Young Rembrandt's - Preschool Drawing Class 3:30 PM-4:30 PM Tyndall Center - Room 11	Parent-Teacher Conferences 5:30 PM-8:30 PM Anderson Middle School - Building	Parent-Teacher Conferences 12:30 PM-3:30 PM Anderson Middle School - Building	Volleyball - Girls 4:30 PM-6:00 PM Anderson Middle School - Gymnasium	Moms to Moms Sale 7:00 AM-5:00 PM Berkley High School - Wrestling Room
	Hoops 6:00 PM-9:30 PM Anderson Middle School - Gymnasium	GS Daisy Troop 74710 3:30 PM-5:00 PM Pattengill	CHEER & POM'S 5:45 PM-9:00 PM Avery Center - Gymnasium	Parent-Teacher Conferences 12:30 PM-3:00 PM Norup	Moms to Moms Sale Set Up 6:00 PM-10:00 PM Berkley High School -	Moms to Moms Sale 7:00 AM-5:00 PM Berkley High School - Fitness

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 BerkleyEnrichment@berkleyschools.org or call 248.837.8026.



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 BerkleyEnrichment@berkleyschools.org

If you have questions, email BerkleyEnrichment@berkleyschools.org or call 248.837.8026.