

## **PROCESSING AND COMPLETING THE EXTENDED USE PERMIT APPLICATION**

The Permit Application, required by **all** Users wishing to use the school building during Extended Use time pursuant to Chancellor's Regulation D-180, is initiated by the User requesting space at least 30 days prior to the scheduled event (except for construction vendors responsible for repairs and/or refurbishing to a school). The Permit Application is submitted to a school's Custodial Entity to determine space availability and, thereafter, to the school's Principal for review and approval. The application is forwarded to the respective Borough/Citywide Office (BCO) for final authorization for usage. **Payment of fees (for use of space and security costs, if applicable) must be made before use of the building is given.**

### **1. Beginning the Process**

- . [Click here](#) to access the Extended Use Application.

### **2. Determining Approximate Costs**

- To determine the approximate cost of the space ONLY prior to filing the permit at the school, the user selects the "Permit Cost Calculator" in the '**Permit Processing Section**'. The estimated cost of the permit is based on the entered data such as days of week, dates, time and permit details.

### **3. Entering the Information**

- The User enters its organization's background information (General Applicant Information: name, address, e-mail, tax ID, telephone number, fax number, name and title of authorized representative), permit period and a brief description of the planned activity. The User also enters information such as the days and times requested, the space(s) required, special services (if applicable) and whether there are any admission charges and the designated beneficiary of the revenue.

### **4. Reserving Space and Approvals**

- The User/applicant brings the copy of the permit to the school they wish to use in order to obtain the Principal's approval and to reserve the space with the assistance of the Custodial Entity. The school modifies the permit to include the school's specific information and permit details. The permit is then printed for Principal, Custodial Entity, and User signatures. A signed copy is provided to the User by the school.

### **5. Modifications and Adjustments**

- The User has the option to modify or request additional space/labor. Adjustments can be made to permits by the User provided it has not yet been acted upon by the school. The User simply selects the '**Permit Adjust**' in the '**Permit Processing Section**' and enters the permit number in order to retrieve the information that was previously entered. The User enters the necessary corrections and clicks on save. A pop-up message will appear indicating that the changes were saved successfully. The modified permit can now be printed and submitted to the school.

### **6. Requesting Security Coverage**

- To request SSA security coverage for an event, the school, on behalf of the user, completes the Online Security Request Form. This form may be accessed by [clicking here](#).

The **school** must complete the form as follows:

- Select the days of the week and the date(s) and time(s) security coverage is being requested.
- Enter the borough/school where security coverage is needed.
- Click on "Retrieve." This will retrieve the following information from the super table:
  - Name of School
  - District

- BCO
  - Address
  - Region
  - School's email address
- Indicate the type of academic program if applicable:
  - Virtual Y
  - Beacon
  - OST
  - Other
- Indicate if the request is for an after school academic or non-academic program.
- Enter the permit number associated with the scheduled activity.
- Indicate the following information:
  - Name of the event
  - Nature of the event
  - Event sponsors
  - Anticipated attendance
  - Room capacity
  - Number of SSAs requested
  - Number of SSA supervisors requested
  - Requestor's Name
  - Requestor's Contact Number
- Indicate additional comments in the space provided.
- Review the information. If accurate, click on confirm to process the request.
- The request is emailed to the BCO and school.
- The BCO reviews all information and may take appropriate action, which may include amending the permit to ensure that an appropriate number of SSAs and SSA supervisors have been assigned.
- Once finalized, the BCO will calculate the required cost for security.
- If approved, the request is sent to NYPDSSD.

- Changing a Request for Security
  - To change a security request, you need to complete another online security form. Indicate on the new request the correct dates and information for the security request. On the comment field box, indicate the security request document number, date, time and location of the original request. If you need further assistance, you may contact your BCO representative.

**7. Reviewing and Saving Data**

- The User reviews all information entered on the required fields prior to saving. The User then prints the permit.

**8. BCO Review**

- After Principal and Custodial Entity approval, the permit is forwarded to the BCO **with payment for fee and security costs (if applicable)**. The BCO will review the permit in accordance with Extended Use policies. The BCO sends the User a notification of permit approved pending payment via e-letter (or sends the User an electronic confirmation of approval pending payment).

**9. Payment by User**

- The User initiates the payment process via e-letter received from the BCO. If required, the User must make payment **before** the permit is approved and permission to use the school building is granted.
- The User may choose to pay online by selecting from the following online payment options: e-check or credit card. Otherwise, the User delivers a check or money order directly to the BCO for processing.
- An installment payment plan may be initiated in order to assist Users who may not initially have the necessary funds to cover the full costs of the scheduled usage. Installment payments can only occur with the use of the credit card payment option. Installment payments will automatically be deducted from the identified account.
- Installment options are:
  - √ Permit amount greater than \$10,000.00: up to 10 installments allowed
  - √ Permit amount from \$2,500.01 up to \$10,000.00: up to 6 installments allowed
  - √ Permit amount from \$1,000.01 up to \$2,500.00: up to 4 installments allowed
  - √ Permit amount from \$250.01 up to \$1,000.00: up to 2 installments allowed
  - √ Permit amount less than or equal to \$250.00: no installments allowed
- Any other extenuating circumstances must be discussed with the BCO regarding payment options.
- Once payment is processed, the official permit can be printed by the User. The official permit form is presented to the school. Attach any applicable flyers, posters, ads, etc. associated with the scheduled event.
- A payment confirmation via e-letter is then sent to the User by the BCO. The Principal and Custodial Entity are also notified via e-letter from the BCO that the User has been approved to use the school.