



# CPS Guide to Staff Permit Requests

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## Overview

All use of school facilities that occurs outside of the school day requires a permit. The Online Permit Management System can be used to reserve space in school buildings for after school, weekends, vacation weeks and summer rentals (paid and unpaid).

CPS Staff members can request space for school events by following procedures in this tutorial. Each staff member will need an account (username and password) on this system (see below). Requests to reserve space go through an approval process and, if approved, a permit will be issued by email.

Additional information about this new system is available on the Cambridge Public Schools (CPS) website ([www.cpsd.us](http://www.cpsd.us)) on the Facilities Department page (from the CPS home page, click on **Departments**, then select **Facilities** and then click **Community Use of School Facilities** from the drop down list).

*NB: Principals who approve requests for space must follow other directions. Please call the Permit office (x 6836) for instructions.*



**CPS**  
Cambridge Public Schools

Home Schools Departments School Committee

Cambridge Public Schools » Departments » Facilities Management

### Facilities Management

- [Facility Maintenance](#)
- [Custodial Services](#)
- [Sustainability](#)
- [Testing for Lead in Water](#)
- [Community use of School Facilities](#)

**Facilities Office**  
456 Broadway  
Cambridge, MA 02139  
617.349.6854

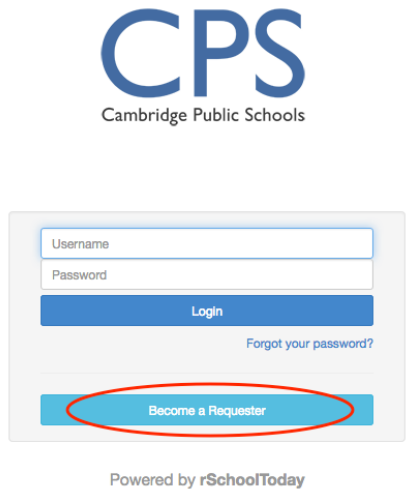
**Services Offered:**

- [Facility Maintenance](#)
- [Community Use of School Facilities](#)
- [Construction Management](#)

## Creating a Requester Account

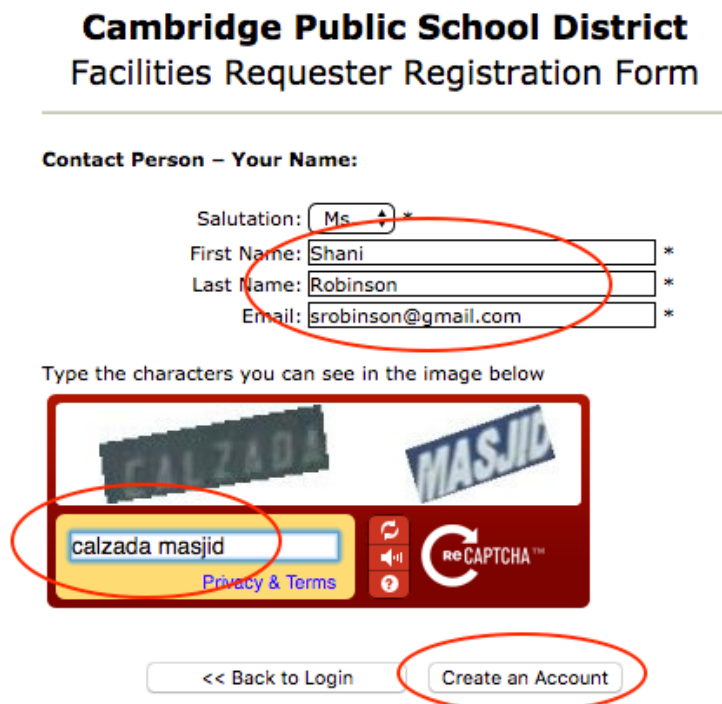
Users new to the Online Permit Management System must create an approved account before requesting space. Go to the Online Permit Management System login page through the CPS website to begin the process.

1. Click on Become a Requester.



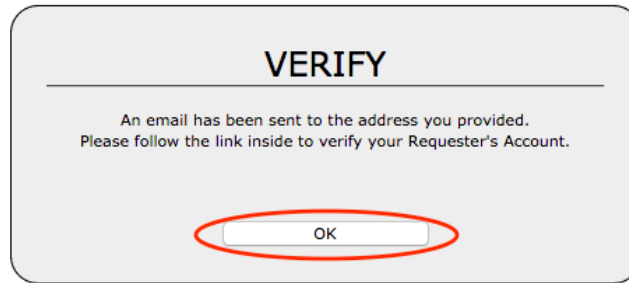
The image shows the login page for Cambridge Public Schools (CPS). At the top is the CPS logo with the text "Cambridge Public Schools" below it. Below the logo is a login form with two input fields: "Username" and "Password". Below these fields is a blue "Login" button and a link that says "Forgot your password?". Below the login form is a light blue button labeled "Become a Requester", which is circled in red. At the bottom of the page, it says "Powered by rSchoolToday".

2. Enter your first and last names and CPS email address, and fill in the Captcha privacy words. Then click on Create an Account.



The image shows the "Cambridge Public School District Facilities Requester Registration Form". The title is "Cambridge Public School District Facilities Requester Registration Form". Below the title is a section titled "Contact Person – Your Name:". There are four input fields: "Salutation:" with a dropdown menu showing "Ms" and an asterisk; "First Name:" with the text "Shani" and an asterisk; "Last Name:" with the text "Robinson" and an asterisk; and "Email:" with the text "srobinson@gmail.com" and an asterisk. The entire registration form area is circled in red. Below the name fields is a Captcha image with the text "Type the characters you can see in the image below". The Captcha image shows the words "CALZADA" and "MASJID" in a stylized font. Below the Captcha image is a text input field containing "calzada masjid" and a "Privacy & Terms" link. Below the Captcha image is a "RECAPTCHA" logo. At the bottom of the form are two buttons: "<< Back to Login" and "Create an Account", both of which are circled in red.

3. The Verify screen will appear. *Click OK to proceed.*



4. An email will be sent to you. When you receive it, click on the Verify my Account button in the email to continue the registration process.

***You will not be able to log in and proceed until you receive this email.***

- 
5. On the Facilities Requester Registration Form, ***do NOT check the box*** that says “I am requesting as a School Staff Member”. (See image on page 5.) This will save headaches later.
  6. Fill in your organization’s name and address.

There are two types of organizational requester accounts:

- a. School accounts

These encompass all events that are connected to school events and personnel. The account name will be: CPS <school name> (eg: CPS Morse School).

- b. District Department accounts

These encompass events that are associated with district-wide departments and not directly connected with school events and personnel.

The account name will be: CPS <dept name> (eg: CPS ICTS).

*If in doubt about which type of account to create, call the Permit office (x 6836).*

7. The PIN Number that you enter is your private code that you will use later to sign your agreements. A four or five digit code is best.

8. Enter your office phone number.
9. Enter a username and a secure Password (twice) that you will use when you later log into the system.
10. After entering the Captcha words, click on the Save & Continue to Request Screen button.

## Cambridge Public School District Facilities Requester Registration Form

I am requesting as a School Staff Member

**Your Organization Name & Info:**

Organization/Client Name:  \*

Address:  \*

City:  \*

State, Zip:   \*

Do you have Liability Insurance?:  \*

If so, Insurance Exp Date:  [Help](#)

Insurance Policy:

[Attach File](#)

Do you Pay Sales Tax?:  \*

Tax Exempt #:  [Help](#)

Desired PIN Number:  \* [Help](#)  
(for Signing Agreements)

**Contact Person – Your Name:**

Salutation:  \*

First Name:  \*

Last Name:  \*

Address:  \*

(ONLY if different)

City:

State, Zip:   \*

Office Phone:  \*

Home Phone:

Mobile Phone:

Office Fax:

Email:  \*

**Desired Login Information:**

User Name:  \*

Password:  \*

Retype Password:  \*

Type the characters you can see in the image below

PLUME      MILANO

[Privacy & Terms](#)

Once this form is submitted, a *new user* message goes to the Permit Administrator for approval. After that happens, you will receive an email indicating that you have been approved, and that you can begin to request space.

## Submitting a Permit Application

1. To request space, you must log into the Online Permit Management System using the credentials you created previously (see above).
2. The Facility Request Form will display first. Enter the name of your activity and click Save & Continue.

Facilities Calendar | **New Request** | Request History | Payment History | Profile Info

Facility Request Form for Boston Roller Derby Screen: 1 • 2 • 3

▼ = fill down on that column

1) Name of Activity:  -or choose from previous activity:

3. Next, pick the dates and times your activity will occur. Clicking a day header fills in all days in the month. Clicking on a month header fills in every day of a month. Dates can be toggled on or off by clicking again.
4. Set the start and end times. **Be sure to correctly specify AM or PM.**

Pick Dates and Times

Click on all dates that you want, then Save & Continue. Click W to select all Wednesdays. Shift+click a range of consecutive dates.

Black Out Date with no allowed booking  
 Black Out Date with allowed booking

<< Previous Next >>

August 2017							September 2017							October 2017							November 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	1	2	3	4	5	6	7			1	2	3	4		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

**Start Time**  
 :  :

**End Time**  
 :  :

5. Click Save & Continue, which will take you to the **Facility Details** screen where you will select one or more location for your event, and enter the number of attendees. Add any extra set up or breakdown time to your Event start and end times.

Facilities Details:

<< Back

▼ = fill down on that column

Match: Boston vs. Watertown

[Add Date/Times](#)

Note: Add information to the FIRST date and it will auto-populate the other dates.

Date	Event Start Time ▼	Event End Time ▼	Location	Location Types	Other Needs ▼	Setup-Notes ▼	Attendance ▼	Delete
Sun 10/08/2017	4:00PM	8:00PM	Select	----	Select	Select	Select	<input type="checkbox"/>

Delete Selected

Estimated Cost Before Personnel or Extra Charges: \$0.00

Other Information:

Other Needs, Special Needs or Set-Up notes regarding your desired set-up:

Attach file:

[Attach more](#)

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

6. To choose the location(s), click Select in the Location column. In the Select Location screen, choose the **Building** and click View next to **Location Type** (i.e. room type such as gym, auditorium or cafeteria). Locations that are available are those to which you can add a checkmark to select.

Click Book to save these choices. **NOTE: LOCATION IS A REQUIRED FIELD** and you will not be able to complete a request without this information completed.

Select Location

**Building:** Morse School

**Location Type:** -- ALL --

[Book this whole building](#)

Show Availability for

Only this date (10/08/2017)

Showing all Locations	Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
	Auditorium (Auditorium)	\$10.00 hourly	Morse School	0	<input type="checkbox"/>	<a href="#">View</a>
	Cafeteria (Cafeteria)	\$10.00 hourly	Morse School	0	<input type="checkbox"/>	<a href="#">View</a>
	Gymnasium (Gymnasium)	\$10.00 hourly	Morse School	0	<input checked="" type="checkbox"/>	<a href="#">View</a>

\*Text in RED indicates building/location unavailability

7. To set the attendance count, click on Select in the Attendance column. Enter the expected Attendance. **NOTE:** ATTENDANCE IS A REQUIRED FIELD and you will not be able to complete a request without this information completed. You can also enter Setup Notes if there is anything the site manager needs to know about your event, like use of food.

**Event Info**

Setup Notes:

Attendance:

**Make this change for ALL Dates**

It is typical to Make this change for ALL Dates. Without this checkmark, you can set different attendance numbers for each date.

Click Save & Continue.

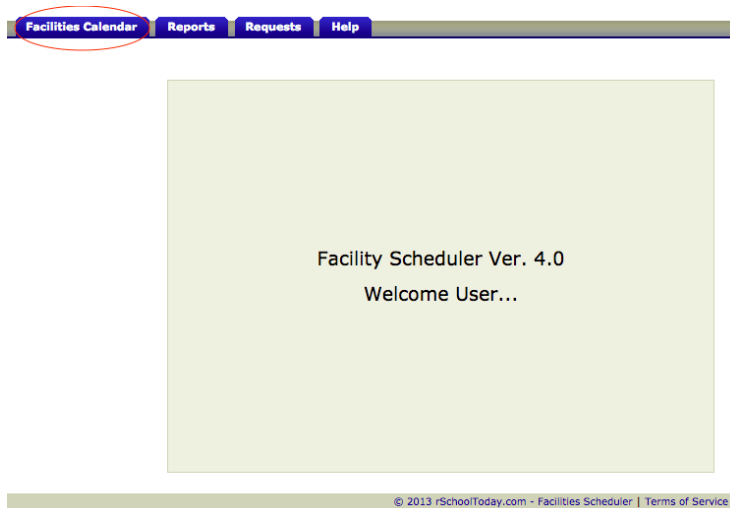
8. When finished with the Facility Details screen, click Submit & Exit at the bottom.

After your request for space has been reviewed, you will receive an email indicating either approval or denial. If approved and a charge is required, you will also receive by email a rental agreement and an invoice.



# Facilities Calendar

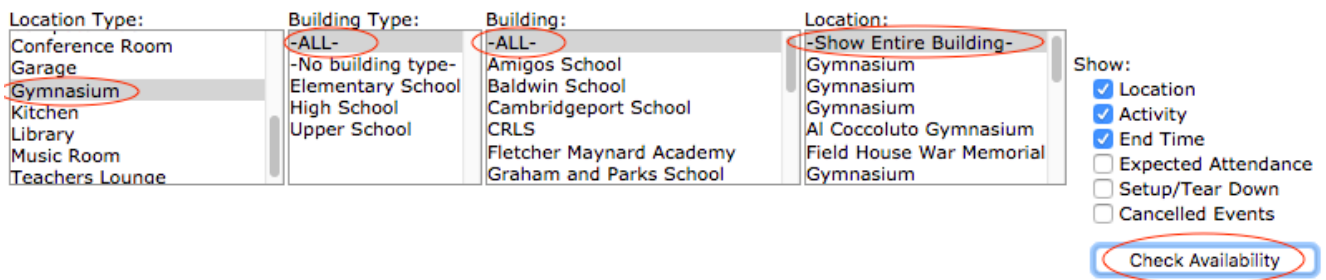
The Dashboard screen shows the Facilities Calendar link.



The Facilities Calendar affords a comprehensive view of the activity bookings in the district. Bookings can be displayed in various view formats. Filters allow users to narrow their focus to a specific building, location or type. When you first login, typically only your building appears.

Use the filters to select a Location Type, Building Type, Building or Location, or use

-ALL- . Filters should be clicked from left to right. Then click Check Availability. The Show list allows you to customize what appears for each activity.



[<< Previous Month](#) [Next Month >>](#)

Baldwin School - October 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	2 ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	3	4	5 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium  ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	6 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	7 ■ 10:00am-12:00pm RESERVED Baldwin School - Gymnasium
8 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	9	10	11	12 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium  ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	13 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	14 ■ 10:00am-12:00pm RESERVED Baldwin School - Gymnasium

On the right, check Set as my default if this is a view you will be using often. Be sure to uncheck it when temporarily using another filter.

Set as my default

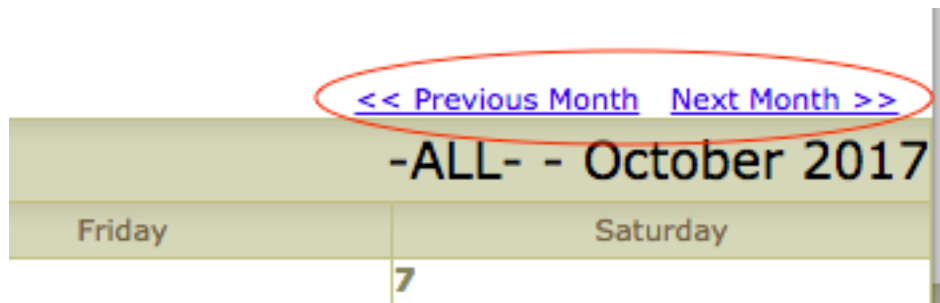
In the upper right corner, you can select the type of view: Month, Week, Day or List (week).



The Calendar on the left can be used to choose a date to view.

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

In Month view, you can also cycle through months by clicking the Next and Previous links on the right. Similarly for other views.



If you want to check availability for only one building, you can select the filters again and click Check Availability. Again, check Set as my default if you prefer this filter permanently.

## Log out

When finished with the calendar, simply close the window.

To log off Facility Scheduler, click the Sign Out button in the upper right corner.