



## Request How-to for New Permit Process

February 2022

1. Go onto [ccsd website](#)
2. Log in if you have a SchoolDude account/have submitted a request before. Otherwise, register for a new account by clicking Community organizations should submit facilities requests by clicking [HERE](#)
3. Click into the tab that says “Schedule Request”
4. Choose what type of schedule you want to submit
  - a. Normal Schedule: use for a one-time event or an event that has just a few dates at the same time/location (**most common - instruction examples follow this type of schedule**)
  - b. Recurring Schedule: use for a consistent recurring event (ex. After school activity every Monday and Wednesday 3-5pm)

Maint Request | **Schedule Request** | Inventory Request | My Requests | Settings

HELP

New Schedule

**Normal Schedule**

- Single date
- Multiple dates
- Same location/areas

**Recurring Schedule**

- Daily
- Weekly
- Monthly
- Same location/areas

**Irregular Schedule**

- Single date
- Multiple dates
- Multiple Rooms/areas

Maint Request | Schedule Request | Inventory Request | My Requests | Settings

SID: SD-PD-MSBWEB-05 Conditions Of Use | Privacy Policy | Security Statement

DID: 5 Help | Logout

CUA: Chrome

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- c. Irregular Schedule: use for multiple dates that do not fall at the same time each event or if different rooms are needed for different dates (**unlikely to use this one**)
5. Enter the name of the event followed by “ - location” (ex. Parent Round Table - Yorkship)
  6. In description add a brief overview of the event as well as number of classrooms needed (if using classrooms), and any clarifying information that is not thoroughly covered elsewhere in form

New Schedule

Thank you for using our service to submit facilities use requests. Please complete this request form. If your organization is not listed in the drop down, select "Other" and fill in the contact information, billing address, and insurance information. Please attach a scan of your insurance and of your 501(c)3 if applicable. The submittal password is "password". If you have any questions, please contact the Office of Buildings & Grounds. Phone: 856-966-4626 ext 41425 Email: aediger@camden.k12.nj.us

Booked by **First Name** Requester  **Last Name**

**Email**

Please be yourself, [click here](#) if you are not Requester Test

**Event Title**

**Event Description**

**Area**

**Location**

**Building**

**Rooms**

[View Bookings](#)

[View Room Details](#)



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7. Answer all questions under “Additional Information.” If not applicable, enter “n/a”

Additional Information	
<input checked="" type="checkbox"/> Type of entertainment to be presented, give details:	Saturday school academy, student academic supports, and appeals
<input checked="" type="checkbox"/> If play or show is to be given, accompany transcript thereof with this application.	n/a
<input checked="" type="checkbox"/> If a movie is to be shown, state title and subject matter:	n/a
<input checked="" type="checkbox"/> Will admission be charged? Price of Admission:	n/a
<input checked="" type="checkbox"/> For what immediate purpose will the proceeds be used?	n/a
<input checked="" type="checkbox"/> How many rehearsals are wanted? For what dates?	n/a
<input checked="" type="checkbox"/> If organization, give name(s) and address of president, secretary and treasurer:	n/a
<input checked="" type="checkbox"/> If school sponsored event, give name(s) of members of the faculty who have consented to be present during the entire time:	Nicole Hall
<input checked="" type="checkbox"/> If permit is granted, applicant agrees to comply with all of the rules and regulations as attached to this application as well as: - Pay promptly the charges as stated on the invoice - Submit only one application for each event	<input checked="" type="radio"/> Yes <input type="radio"/> No

8. Enter organization information.

- a. **Make sure to enter the contact name and information of the person we should get in touch with if we have any clarifying questions**

- Submit only one application for each event

Organization Information	
<input checked="" type="checkbox"/> Organization	Woodrow Wilson High School <span>Note</span>
Contact Name	Coplin Rodolfo
<input checked="" type="checkbox"/> First Name	Rodolfo
<input checked="" type="checkbox"/> Last Name	Coplin
<input checked="" type="checkbox"/> Email	rcoplin@camden.k12.nj.us
<input checked="" type="checkbox"/> Day-Time Phone	
Evening Phone	
<input checked="" type="checkbox"/> Cellular Phone	
<input checked="" type="checkbox"/> Billing Address	
<input type="checkbox"/> Use Organization Billing Address	
Document Number	(e.g. contract or permit number)
PO Number	

9. If external organization, you must enter insurance information AND attach insurance documents in the “file attachment” section

- a. If this organization has submitted requests before, the insurance information should populate automatically. If so, you do not need to upload an attachment unless your insurance has expired and needs to be updated.

10. Under set up requirements, always select custodial and security with notes saying “TBD”



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**Setup Requirements**

Required Maintenance Services	Service description
<input type="checkbox"/> Athletic Fields	
<input checked="" type="checkbox"/> Custodial	TBD
<input type="checkbox"/> IT/Technology	
<input checked="" type="checkbox"/> Security	TBD

11. Enter the estimated number of attendance
12. If external organization is non-profit, please attach the 501(c)3 documents
13. Enter the submittal password: "password"

**Number Attending**   
Number of Adults   
Number of Children   
Number of extra chairs   
**Other Needs**

**Event Visibility** Display events on the facilities use calendar Yes  No

**File Attachments** [Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
<input checked="" type="checkbox"/>	2/19/2019 12:03:33 PM	Requester Test		<b>Sample Insurance.pdf</b>	7.3 KB

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

**Submittal Password**  [Forgot Password?](#)

14. Click "save" to submit

For questions about how to submit a permit, email [syoung@camden.k12.nj.us](mailto:syoung@camden.k12.nj.us) or call 856-966-4626 ext 64352.

For questions regarding the building itself and details for the event, please contact the school directly.