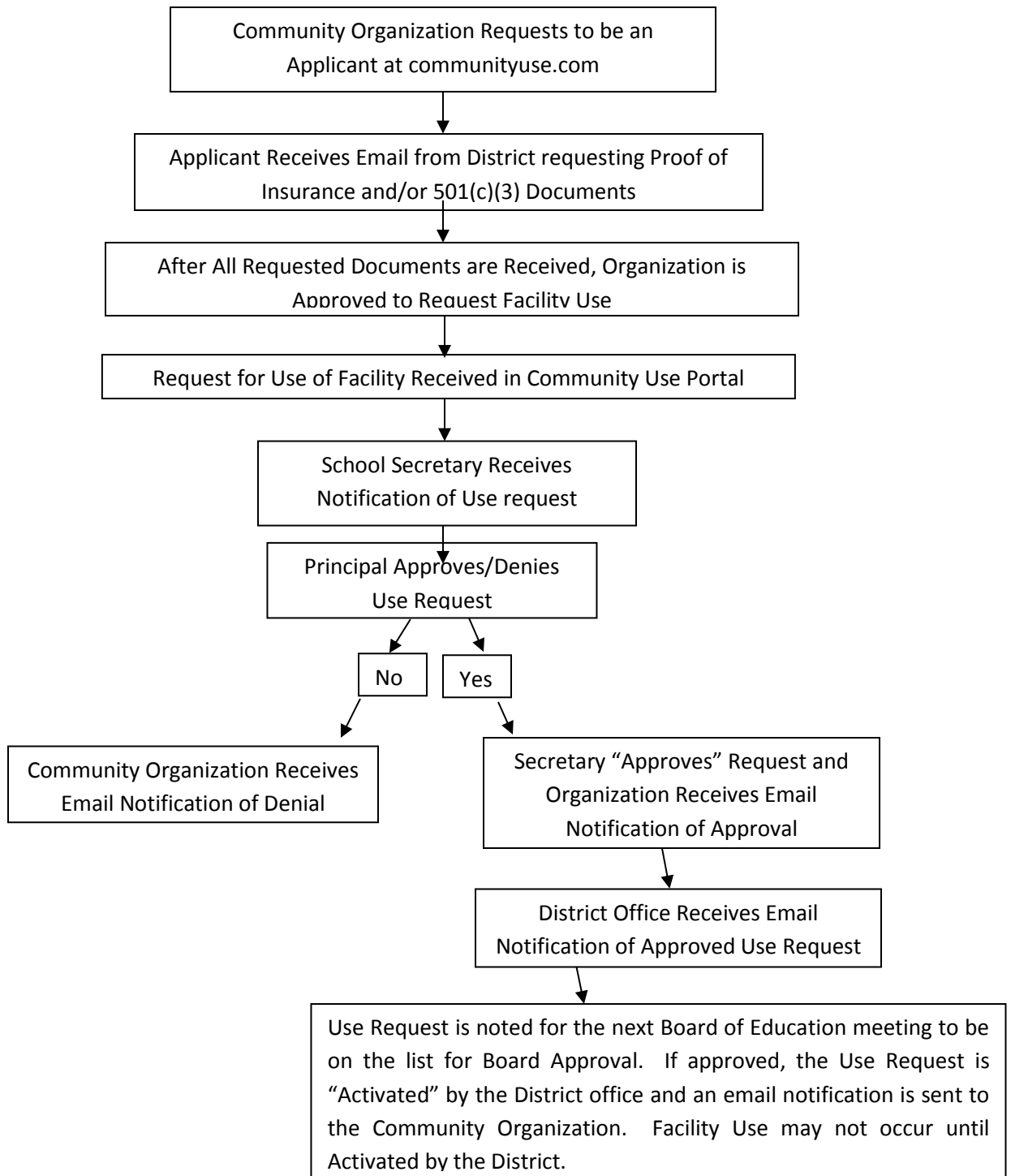


## APPLICATIONS FOR FACILITY USE PERMITS

### FLOW OF INFORMATION FOR COMMUNITY ORGANIZATIONS



**Approving** an application forwards it to the next level at the District (Office of Business Services and Support (BSS)). All external Community User applications (non-staff) are approved, not activated.

**Activating** a request approves and activates the request, and puts it on the site calendar. Community Organization Facility Use may not occur unless/until it is activated by the BSS Office.

**Important!** All custodial arrangements must be made at the site level.