

Extended Use Permit Guidelines for Organizations

Reminders:

- The Extended Use Application must be submitted to the school 30 days prior to the event to ensure adequate staff coverage, and that documentation is accurate.
- Permits must be paid in full prior to use of the building.
 - There is currently no waiver program for permits.
- Supporting documentation (such as the IRS 501(c)3 letter, flyer and liability insurance) associated with the permit must be submitted upon request from the school.

Overview:

The permit application is required by all users wishing to use a school building during Extended Use time (prior to 7 am and after 3 pm during the week, weekends, summer and holidays). Pursuant to [Chancellor's Regulation D-180](#), the application 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 engineer and/or designee to determine space availability and, thereafter, to the school's principal for review and approval. The application is forwarded, alongside any supporting documents to the respective district point for final authorization. Payment of fees (for use of space, labor, and security) must be made prior to use of the building.

Beginning the Process:

- The organization goes to the school they are interested in using and completes the permit application.
- The application can be filled out in advance. Click [here](#) to access the Extended Use Application.

Filling out the application:

- The applicant enters its organization's demographic information, permit period, and a brief description of the planned activity. Please ensure that the description of the event taking place is as specific as possible. Avoid generic language such as "meeting" or "student activity" to eliminate ambiguity and streamline the approval process. The applicant also enters information such as:
 - Day(s) and time(s) requested,
 - Space(s) required,
 - Special services (if applicable),
 - Number of safety agents needed
 - Whether there are any admission charges and if so, the designated beneficiary of the profits
- The applicant brings the copy of the permit application 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 custodian.
- Once received by the school, the permit goes through three levels of approval:
 1. *School Approval:*
 - School reviews the application and requests the required paperwork if needed.
 - The permit is then printed for the principal, custodian, and applicant's signatures. By signing the application, the organization certifies that the information provided is accurate, and they will adhere to Chancellors Reg. D-180.

- A designated person at the school creates the permit online and electronically submits it to the principal for review.
 - Principal reviews the application and required paperwork and submits it to the Extended Use office for final review and approval.
2. *District Approval:*
- The Extended Use office reviews the permit in accordance with Extended Use policies.
 - They will review any required documentation if applicable and if the permit is approvable, it is processed.
 - An email is sent to the organization for payment (School Safety receives notice of request as well).
3. *School Safety Approval:*
- After a permit is approved by the Extended Use specialist and paid by the organization, a notice is electronically sent to the respective NYPD borough command division.
 - A control number is assigned for a safety agent(s) and appears on the permit.
 - It is recommended that the school confirms with the Level 3 safety agent that an activity is taking place, so they are aware.

Payment:

- The organization cannot use DOE space without a paid and approved permit.
- After district approval, the organization will receive an invoice via email stating “Pending Approval” which means payment is required prior to use of facilities.
- Once the permit is paid by the organization, the permit status will show “Approved and Paid” which means they can use the facilities.
- Paid and Approved confirmation email is sent to the school, custodian, and organization.

Day of Event:

It is encouraged that the organization brings a copy of the paid and approved permit to show the custodian and school safety.

Contact:

For questions, please reach out to ExtendedUseSupport@schools.nyc.gov