

Folsom Cordova Unified School District

Joint Use Agreement? It's no sweat for Civic Permits

Oftentimes, school districts with joint use facilities agreements believe that a facilities use reservation system is not in their realm of possibilities, and will turn to hybrid PDF/email/shared calendaring systems, instead. Unfortunately, this approach can lead to scheduling errors, overlooked facilities use requests and other challenges, joined with a lack of automation and other efficient features—such as the automatic uploading of insurance documents—offered by Civic Permits.

In 2014, the Folsom Cordova Unified School District (FCUSD)—which has joint use agreements with both the City of Folsom and the City of Rancho Cordova—turned to the Civic Permits solution after using a hybrid PDF application system with another facilities reservation program. The 33-school district—which has multiple soccer fields, football fields, a swimming pool, classrooms, theaters, and multipurpose rooms used year-round by various community groups—purchased Civic Permits because (a) the District wanted a program that was more user-friendly for both the requesters and the District personnel involved in facility use, (b) the District was interested in a program that, through automation of many of the steps, reduced the amount of paper generated in the facility use process, and (c) the District wanted to reduce the amount of time that was spent by the Facilities Department's Administrative Assistant on coordinating facility use. The previous program used by the district did not allow users to check availability of facilities prior to submitting an application, which required extensive coordination and communication between the District office and school sites to make that determination.



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They love it!
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...said McCarthy of the city's joint use agreement users.

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All requests were manually entered in the system and onto individual site calendars. Invoices were manually created and emailed to requesters and follow-up for delinquent payments, as well as determination if Certificates of Insurance were current, had to be scheduled by the Facility Use Administrative Assistant, which was a very tedious and time-consuming process.

From the automatic invoicing feature to the calendar feature, JoAnne McCarthy, who oversees facilities use for the FCUSD explained that the role assignments in Civic Permits facilitate the ability for various users to perform different tasks related to facilities use reservations. For example, with the district's joint use agreement, the city users are provided access to the calendars of all of the district's facilities and can write notes on permits, as necessary. The city users can also get notifications of blacked out dates when certain facilities are not available at schools. "They love it!" said McCarthy of the city users. McCarthy also shared that the outside groups have provided very positive feedback about the facilities request application in Civic Permits, particularly because groups can see when facilities are available.

As a newer customer to Civic Permits, McCarthy said that she particularly appreciates the timely, thorough and responsive customer service the Civic Permits provides. "With the enormity of this program, I can't believe how smoothly this transition has been!" she shared.

Civic Permits was developed for school districts to make the facilities use process easier—we put in the hard work and the sweat so that our customers don't have to. Whether your district has a joint use agreement, multiple facilities and school sites, multiple users or more, Civic Permits is both responsive and flexible to customers' needs, and we're just one phone call or email away. Maximize the benefits of your district's joint use agreement by providing an easy-to-use, simple and automated facilities reservation solution with Civic Permits.

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