



# Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101 Phone 805-963-4338, TDD 805-966-7734, Fax 805-963-5685  
www.sbsdk12.org

## Civic Center

### Current:

The Civic Center permit application involves a multi-step process. The majority of the procedure is “paper” driven with hard copy applications, paper check payments, and original approved permits. It is the goal of the Civic Center department to automate the entire process utilizing software programs currently in place; maximizing their functionality to better serve the sites, the community, and the civic center staff.

Function: External Users	Current	Goal
Directory of facilities	None	“hot button” link from District’s main page to directory list of facilities
Check availability	Contact applicable site and/or wait for approved permit	***Web-based calendar access on District’s website through “School Dude” program. Available times will be noted.
Fee schedule	Imbedded in AR 1330 on District website	In addition to current procedure: *Stand-alone “Fee Schedule” document on District’s website *Include “Fee Schedule” in the interactive application form
Application procedure	Obtain and complete paper application – available on District website or in Civic Center office. Hand-carry to Civic Center office with \$29.00 application fee (cash or check) and required insurance certificate. If applicant chooses: once Civic Center staff has recorded initial request, applicant may hand-carry application to site for approval and then return to Civic Center office	In addition to current procedure: *Interactive PDF application form on District’s website; if printed – submit to Civic Center office with application fee; if emailed – pay with “Pay Pal” program or in Civic Center office.  *Application request submitted through School Dude with hyperlink to “Pay Pal” program to pay application fee.
Approval notification	Email from Civic Center staff with approved application	Email from School Dude with approved or denied status
Invoicing	Email from Civic Center staff Payments made by check or cash through mail or in person	In addition to current procedure: request Certificate of Insurance and provide payment options through “Pay Pal” program.

\*\*\*will require sites to schedule all activities through same universal calendar

Function: Internal Users	Current	Goal
Directory of facilities	None	"hot button" link from District's main page to directory list of facilities
Check availability	Use of "School Dude" program to track all Civic Center permits	Integrate current School Dude program with Web-based School Dude calendar. ***Provide access to School Dude by sites to schedule their on-site activities and monitor Civic Center applications to prevent double bookings
Fee schedule	Use of "School Dude" to calculate proposed fees and invoicing	No changes necessary
Application procedure	Receive paper application, \$29.00 fee (cash or check), and required insurance certificate. Log into School Dude, assign permit number, process fee, and route original application to site for approval. Wait for return of original application from site (no follow up process in place). If applicant chooses: once Civic Center staff has recorded initial request, applicant may hand-carry application to site for approval and then return to Civic Center office.	In addition to current procedure: *If electronic application received through School Dude, route electronically to site specific designee, Facilities Director, and Civic Center staff.  *If paper application or emailed application received, enter in School Dude by Civic Center staff and submit for electronic approval routing.  *Application fee by cash, check or through "Pay Pal" program depending on method of application
Approval notification	Email from Civic Center staff with notice of approval or decline of application If approved, copy of approved application and invoice is attached.	Electronic routing will generate email from School Dude when application is approved or declined.
Invoicing	Invoice generated from School Dude and sent with approved application.	Issue invoice from School Dude or "Pay Pal" program
Follow up on delinquent invoices	Attempts to contact and collect as time allows	Monthly invoices generated from School Dude. Assess late charges after 60 days past due.

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