

How to Request a Building Permit through MPS:

1. Follow this link: <http://ebooking.mpls.k12.mn.us>
2. Near the top left, choose 'Reserve Facility'
3. Read through information on that page, noting priority levels, and select 'begin'
4. Select 'Lake Harriet Upper' or any building in which you wish to reserve space.
5. Select rooms you want to reserve and select 'next'.
6. Read the notes on the top of the screen. You cannot request a permit on the day of an event. Are you booking a one-time event or a recurring/multiple day event?
 - a. **One-Time Events:**
 - i. Start and end dates must be the same. Start time must be before end time. Note that you will receive an error message if these conditions are not met.
 - ii. Select 'Save and Select Another Date'. You may choose to add another date/time to the same permit for the same space(s) you initially requested. This makes the process easier for you as well as your permit approver.
 - iii. Select 'next'
 - b. **Recurring/Multiple Day Events:**
 - i. Choose which day(s) of the week your recurring event will cover.
 - ii. The Start Date must be before the End Date. If you select Mondays and Wednesdays and choose dates May 1 – May 10, 2017, your reservation will cover May 1, May 3, May 8 and May 10.
7. Enter contact and billing information
8. Enter name of organization
9. Organization type:
 - a. School staff choose Mpls K12 program and use budget codes (usually provided by school secretary)
 - b. Other types are self-explanatory
10. Event information – this needs to be filled out completely. Are you serving food? Our engineers work very hard to keep our building clean and they need to know this ahead of time.
11. **If you need tables/chairs, work orders are processed from this part of the permits only!**
12. Read through what you are agreeing to and accept agreement. Select 'Submit'.
13. You will receive a request confirmation immediately and permits are typically approved within 2 weeks. Please submit far in advance of your event!

Fine Print:

1. Any requests outside of building hours (typically nights/weekends or large events that take engineers from their normally scheduled duties) will be billed at an estimated \$35/hour overtime fee.
2. The reservation system will NOT let you reserve any space that would conflict with an existing booking.
3. It may help to call the permit approver at the school if something is unclear. Steve Bodger with Lake Harriet Community Education can be reached at 612.668.3330
4. **If you need tables/chairs, work orders are processed from the Event Information part of the permits only!**
5. Permits are typically approved within 2 weeks. Please submit far in advance of your event!

