

## OCTAGON TENNIS COURTS RESERVATION INSTRUCTIONS

### Overview

The online reservation and permitting portal will allow users to:

- Create a personal account to keep track of all requests and approved permits
- View availability of RIOC's permitted spaces through a real-time calendar
- Reserve space for one-time or multiple-date use

### Step 1

To create an account:

Go to <https://rioc.civicpermits.com/Account/Login>

## OCTAGON TENNIS COURTS RESERVATION INSTRUCTIONS (continued)

### Step 2

Once at the “Create an Account” page, fill out the required information. Such as group name, group type (for “Type of Group” select “Other”), address and primary contact:

#### Create an Account

The Roosevelt Island Operating Corporation offers community and athletic spaces for various permitted uses.

All groups must apply for and obtain a permit in order to use a facility. As a convenience to our community, this Civic Permits website is available to process permit applications online.

#### How to obtain a facility use permit...



##### Register with Civic Permits

Create an account to sign in to the system and apply for the use of facilities.



##### Activate your account

Complete the email activation process to activate your account.



##### Apply to facility use

Select a site, the facility you wish to use, and the dates and times needed.



##### Approval

Your permit application goes through an approval process and you receive email updates as well as specific instructions throughout.



##### Pay for the facility usage

Pay for your invoice for approved facility use. Your charges will depend on what group you represent.



##### Use the facility

Print your permit and use the facility! Simple, isn't it?

#### Group Information

What group do you represent in your application(s) for the use of facilities?

Group Name

Address

City

State

ZIP Code

Nonprofit ID

#### Select the Type of Group You Represent

- Class 1 - Roosevelt Island Youth-501c Group**  
Organization must be non-profits based on the island and directly serve island youth.
- Class 2 - Roosevelt Island Youth Organization**  
Organizations must be based on the island and directly serve island youth.
- Class 3 - Adult Community Group**  
Groups must have less than 25 participants. No funds will be collected by the adult group permit holder for participation in the activity.
- Class 4 - Non Profit 501c Group**  
Non profit organizations must submit proof of their 501c status.
- Class 5 - For Profit Group**  
Organizations with group activities of more than 25 participants and/or collect fees in excess of permit and insurance fees for their activities.
- Other**  
If you don't fall into one of these categories, RIDC will evaluate and determine the proper group for you.

#### Primary Contact / Permittee

The primary contact is the primary permittee and agent authorized to make an application for the use of facilities for the above organization.

First Name

Last Name

Title

Use address above

Address

City

State

ZIP Code

Primary Phone

Secondary Phone

Email

#### Account Details

You will log in with your email address and password (entered below).

Account Password

Retype Password

I agree to the Civic Permits [terms and conditions](#).

## OCTAGON TENNIS COURTS RESERVATION INSTRUCTIONS (continued)

### Step 3

Once you create an account, you can login and select “New Permit Request” to request a permit:



[My Permits](#) [Insurance Policies](#) [Calendar](#) [Reports](#) [Settings](#)

Quick Find:

[GO](#)

### My Permits

[New Permit Request](#)

[Refine Permits](#)

< Back  Forward >

# OCTAGON TENNIS COURTS RESERVATION INSTRUCTIONS (continued)

## Step 4

After selecting “New Permit Request” it brings you to the following screen:

[My Permits](#)
[Insurance Policies](#)
[Calendar](#)
[Reports](#)
[Settings](#)

Quick Find:  GO

### New Permit Request

**Venue Information**

**Activity**

  

**Location Requested**

Octagon Tennis Court 1 ▼

Tennis Court 1

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**Facilities Requested**

You have not added any facilities yet. Click *Add Facility* and select the facilities that you would like to reserve, along with the dates and times of your events.

**Add a facility**

Select the facilities you want to request at this site:

Tennis Courts- 1, 2, 3

Date	Start Time	End Time	Estimated Charge
<input style="width: 100%;" type="text"/>	12 PM <span style="float: right;">▼</span> 00 <span style="float: right;">▼</span>	1 PM <span style="float: right;">▼</span> 00 <span style="float: right;">▼</span>	

[+ Add another date](#)    [+ Add repeating dates](#)

Add & Confirm
Cancel

**OUTDOOR FIELD PERMITS- FALL 2019**

OUTDOOR REQUESTS FOR FIELDS ARE NOW BEING ACCEPTED FOR DATES THROUGH THE END OF 2019. OCTAGON FIELD'S OPENING DATE IS YET TO BE DETERMINED.

As discussed at previous RIOC Board Meetings, the renovation of Sportspark is a priority for the community. RIOC has designed this renovation to be completed in phases so as not to close the building in entirety.

**Phase One is scheduled to begin in January 2020 and impact the East side (Pool Area) of the building. In anticipation of this closure, we will not be accepting permit requests for the pool area at this time.**

Phase One is currently scheduled to be completed in Summer 2020. We will notify you once we have scheduled a specific date of completion.

When using this page, it may be helpful to open the online calendar in a new window or tab to check availability as you apply.

**PLEASE ONLY APPLY FOR TIMES WITHIN THE OPERATING HOURS BELOW:**

**Outdoor Fields-** Firefighters, Pony and Capobianco Fields are open-7am-dusk.  
**Sportspark-** Monday to Friday, 7am to 9pm; Saturday and Sunday, 7am to 8pm  
**Cultural Center-** Daily 9am to 9pm

Once your permit request has been submitted, please allow up to 5 business days for it to be reviewed and approved.

You are **NOT** permitted to use a facility or space until you have paid in full and submitted valid insurance!

**Insurance Information:** A copy of the Certificate of Liability with the correct Additional Insured must be loaded into your account under Insurance Policies. All potential permit holders provide a certificate of liability in the amount of \$1 million in general liability per occurrence.

RIOC, New York State, New York City, Empire State Development, and NY Housing and Community Renewal must be listed as additional insured.

**Permit Questions**

Answer the permit questions below:

**What activity will be taking place? Please be specific.**

  

**How many people are expected to take part in the requested activity?**

  

**Are participants charged? If YES, how much is each participant charged?**

  

**Are spectators charged? If YES, how much is each spectator charged?**

  

**Are you flexible with your dates/times? If YES, please indicate additional preferred dates/times.**

  

OPTIONAL: Please answer the questions below if applicable.

**Have you had a permit on Roosevelt Island for this request before?**

Select an option ▼

**Will there be live entertainment/amplified sound? If YES, please explain.**

  

**Will the event be advertised? If YES, please explain.**

  

**Will there be on site security?**

Select an option ▼

**Please describe parking needs. Be sure to include number and type(s) of vehicles.**

  

If you have a site plan or additional documents that will help RIOC evaluate your request, please return to your home page and click on your completed reservation request. Once on the reservation request page, click the “Documents” tab to complete the upload(s).

I agree to the facility use terms and conditions.

Submit
Cancel

## OCTAGON TENNIS COURTS RESERVATION INSTRUCTIONS (continued)

### Step 5

Fill out the information requested:

- Enter type of activity.
- Select location.
- Select Facility “Tennis Courts- 1,2,3”
- Enter request date and times, then select “Add & Confirm”
- Answer the permit questions as it applies to your request. If it does not apply to your request enter N/A
- Select box “I agree to the facility use terms and conditions”.
- When complete click on “Submit”.
- Once you have submitted your permit request, it will be reviewed for approval. If your permit is granted you will receive a pre-approval. You will receive email updates during the permit request process.
- You’re all done!

### What’s Next?

- You will receive final approval once you have returned an electronic signed copy of the RIOC Tennis Courts Rules and Operations document.
- Failure to return the signed document will result in the permit request being denied.