

# How to Apply for a Special Use Permit

## Step One: Create your Personal Profile

To complete your special use permit application online, you'll need to set up an account on RecDesk. [Go here to create your personal profile \(called a "Community Profile"\) with login and password.](#) Every time you use this website, log on using your username and password. You'll be able to use this account to track your reservations and make payments.

## Step Two: Request a Date and Complete the Application

1. [Login using your username and password.](#)
2. From any page, scroll to the top of the website, click on the **Event/Special Use Permits tab on the blue ribbon**, and select **All Event Requests**.
3. **PARKS USERS:** Click on the **green RESERVE button** next to **ALL RI PARKS EVENT REQUESTS**.
4. This brings you to a calendar. Click on the **green RESERVE button** on the date associated with **The FIRST DAY OF YOUR EVENT**. (Note: If your event is on multiple days, you can provide details on additional days in the form that follows.)
5. Enter a brief description of use (e.g., Clean Up) and the approximate number of people expected.
6. Click the **down arrow next to "One Day Reservation - 7 am - 6 pm"**.
7. Click the **green + button**, and click the **blue ADD TO CART button**. (Note: You can tell us about the actual hours of your event in the form that follows.)
8. **\*You will not pay any upfront fees. There may be fees assessed when the application has been reviewed.**
9. Click the **blue GO TO CHECKOUT** button on the bottom right.
10. Check the **blue I ACCEPT WAIVER** button.
11. Click the **blue COMPLETE FORM** button. This takes you to the Special Use Application.
12. Complete the form, sign, and click **SUBMIT**. (Note: If the form does not submit, check for error messages on the bottom, fix them, and click submit. *This form will time-out in 30 minutes, so don't start unless you can finish it in one sitting.*)
13. Click the **NEXT** button. (Note: If there are errors in the form, it will note them in red on the bottom; fix them and press **Update Form**.)
14. Click the **blue I HAVE COMPLETED ALL FORMS** button. The form will say "Incomplete." Don't worry! That's because we have work to do on our end.
15. Click **CONTINUE**. When you see Checkout Complete, you have successfully submitted your form. \*You will receive an email notice immediately indicating your request was submitted.
16. After we have reviewed your form, someone from Parks Headquarters or the Bureau of Natural Resources will be in touch to let you know of any added conditions and/or insurance requirements.