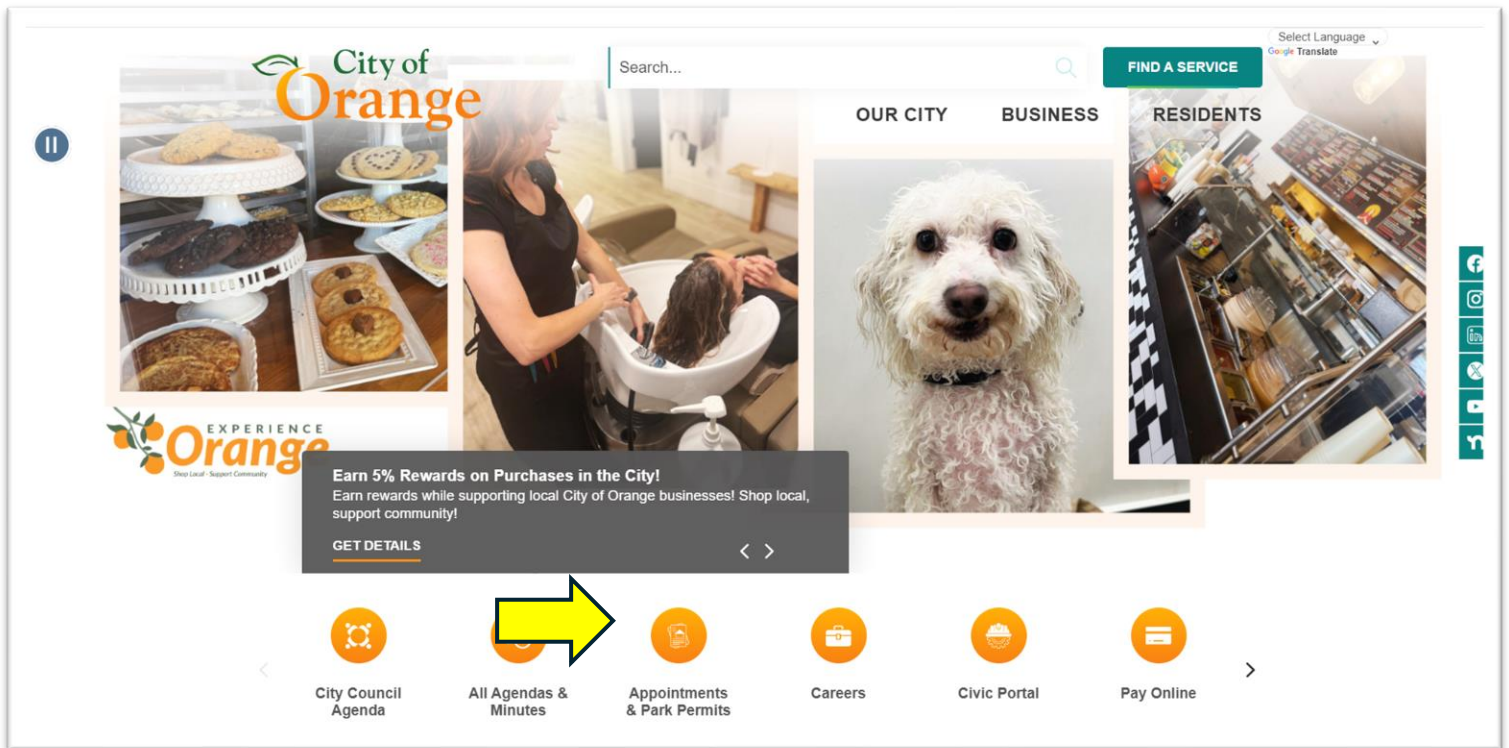
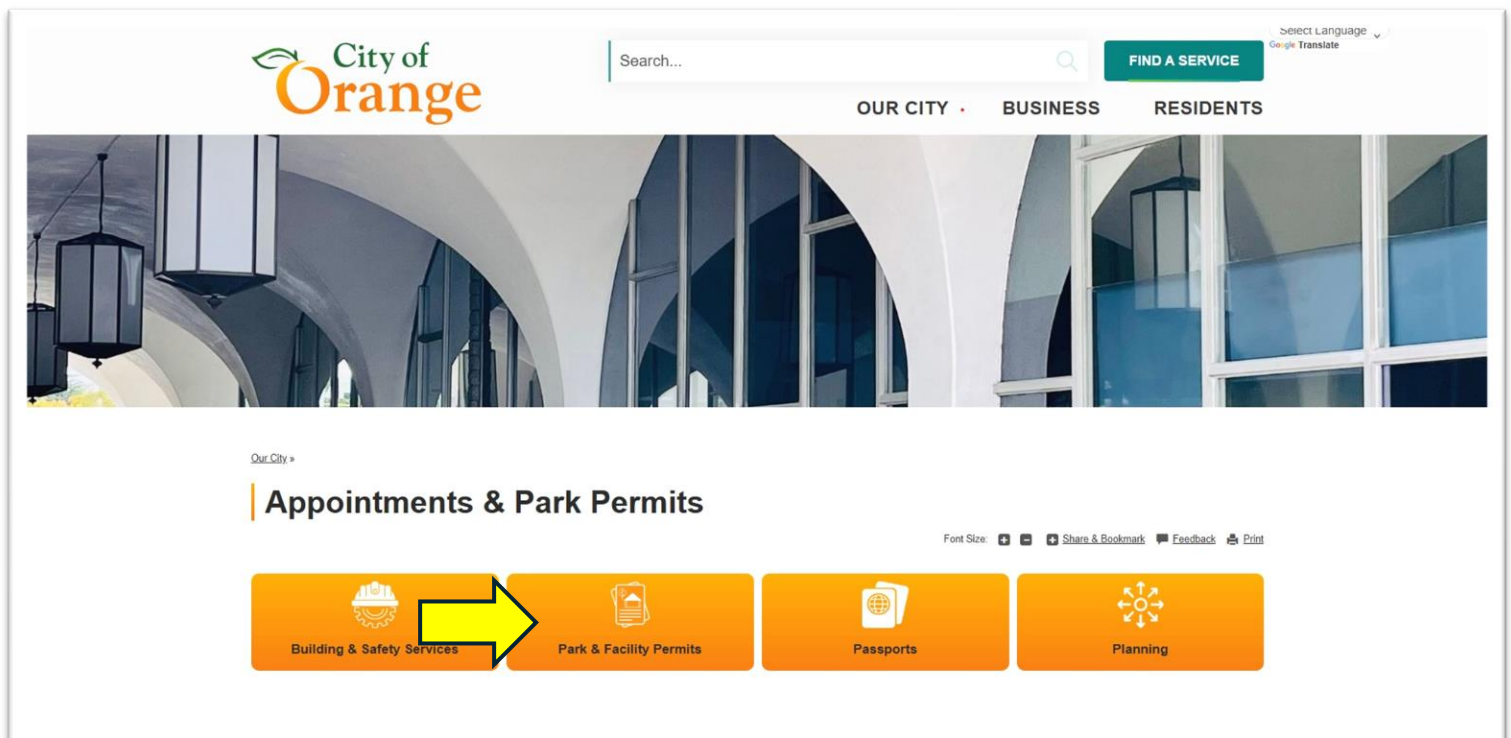


HOW TO: Complete a Park and Facility Permit (Desktop Tutorial)

1. Visit the [City of Orange](http://City of Orange website at cityoforange.org) website at cityoforange.org. Click on the “Appointments & Park Permits” button.



2. Click on the “Park & Facility Permits” button.



3. Create an account if you have not previously used CivicRec or login to an existing account.

The screenshot shows the CivicRec website interface. At the top, there is a navigation bar with a 'Log In/Create Account' dropdown and a 'Catalog' icon. Below this, there are social media login options: 'Log In with Facebook', 'Log In with Google', 'Log In with Email', and 'Create Your ORANGE Account'. Two yellow arrows point to the 'Log In with Email' and 'Create Your ORANGE Account' buttons. To the right, there is a 'Policies' and 'Help' link, and a 'Cart Empty' icon. Below the navigation bar, there is a menu with categories: 'Arts and Crafts', 'Education', 'Fitness', 'Music and Dance', 'Sports', 'Park and Facility Permits', and 'Special Events'. A prominent purple banner reads 'THE NEW PARK AND FACILITY ONLINE PERMITTING PROCESS!' with a sub-header 'How to Complete a Park and Facility Permit?'. Below the banner, there is a paragraph of text and a link to a tutorial.

4. Fill in your information if you are creating an account for the first time.

ORANGE Sign-Up

Step 1: Account Holder

Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type: Individual Organization

Name*: First Name Middle Na Last Name N/A

Date of Birth*: mm/dd/YYYY

Gender: Male Female

CONTACT INFO

Phone 1*: Phone 1 Label Cannot receive te...

Phone 2: Phone 2 Label Cannot receive te...

Phone 3: Phone 3 Label Cannot receive te...

Email Preferences:

Emergency Contacts:

ADDRESS

Address Line 1*: Address Line 1

Address Line 2: Address Line 2

Zip Code*, City*, State*: Zip Code City


ACCOUNT SETTINGS

Primary Email*: Primary Email

Password*: Password

Confirm Password*: Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

Captcha*: I'm not a robot 

Zipcode search powered by GeoNames licensed under CC BY 4.0

5. Select your park location.

Clear All Filters

Filter: park

Location: Select Locations

Rental From: Select Date

Rental To: Select Date

Facility Tags: Select Tags

Aquatics 0 | Arts and Crafts 0 | Education 0 | Fitness 0 | Music and Dance 0

Special Interests 0 | Sports 0 | **Park and Facility Permits 57** | Special Events 0

WELCOME TO THE NEW PARK AND FACILITY ONLINE PERMITTING PROCESS!

Here, you can easily process a permit for all available park pavilions, green spaces, jumpers, and facilities on your computer and/or by using your cell phone. Please note, you can process a park permit up to 90 days in advance from your event date and no less than 10 days, if the date and location is available. All green dates on the park and facility calendar indicate an available date.

- For instructions on how to complete a park and facility permit please click on the following link: "How to Complete a Park and Facility Permit" (desktop tutorial).
- For instructions on how to complete a park and facility permit please click on the following link: "How to Complete a Park and Facility Permit" (phone/mobile device tutorial).

PAYMENT: only a MASTERCARD or VISA credit card can be used to process permits online.

For questions please email: csfrontcounter@cityoforange.org

[Eisenhower Park](#) (5) Eisenhower Park offers rolling green hills, ...

[El Camino Real Park](#) (6) El Camino Real Park features two playgrou...

[El Modena Park](#) (2) El Modena Park features two playgrounds f...

[Fred Barrera Park](#) (2) Fred Barrera Park features two playground...

[Grijalva Park at Santiago Creek](#) (6) Grijalva Park at Santiago Creek features t...

[Grijalva Park Sports Center](#) (1) The Sports Center at Grijalva Park features...

[Handy Park](#) (3) Handy Park features two playgrounds for a...

[Hart Park](#) (14) Hart Park features reservable baseball an...

[La Veta Park](#) (2) La Veta Park features a large reservable pi...

[Olive Park](#) (2) Olive Park features five reservable basebal...

[Pitcher Park](#) (1) Pitcher Park features a reservable space id...

6. Select the park amenity under the designated park to check for availability. To reserve a field, email: sports@cityoforange.org.

[Grijalva Park Sports Center](#) (7) The Sports Center at Grijalva Park is a bea...

Handy Park

Handy Park is a 7.31 acre park nestled in a quiet neighborhood near Handy Elementary. This uniquely divided park features two playground structures suitable for children ages 5-12, two sand volleyball courts (unlit), and a spacious grass area that is ideal for recreation games and relays on one side. The other side of the park features a reservable community room that accommodates 48 guests, barbecues, restrooms, two reservable baseball fields (w/lights), and a soccer field (w/lights).

Groups of 25 or more must have a permit for gathering

10 or more people must have permit for field usage

Baseball Field 1	Multiple Rates
Baseball Field 2	Multiple Rates
Building	Multiple Rates
Green Space	Multiple Rates
Jumper	Multiple Rates
Multipurpose Field	Multiple Rates
Taco/Food Cart	Multiple Rates

[Hart Park](#) (30) Historic Hart Park is conveniently located ...

7. Available dates for the selected amenities are highlighted in green. Facility permits require a minimum reservation of four (4) hours, while picnic pavilion permits require a minimum of five (5) hours. Please ensure your selected time includes setup, the event itself, and cleanup before clicking “Add to Cart.”

Handy Park

X

Handy Park features two playgrounds for ages 5-12, two unlit sand volleyball courts, and a spacious grass area for recreation games and relays.

The other side of the park includes a reservable community room for up to 48 guests, barbecues, restrooms, two reservable baseball fields with lighting, and a lighted soccer field.

Groups of 25 or more must obtain a permit for gatherings. Groups of 10 or more must obtain a permit for field usage. [Get directions.](#)

Building

Multiple Rates

Before completing your online permit, please review important permit rules and regulations on the following link: **FRIENDLY REMINDERS**

- Maximum occupancy: 48 guests
- Only one reservation is allowed per day
- Permit timeframe must include setup, event and clean up time
- Tables and chairs are included

DEPOSITS AND FEES LINK

Facility Building

Location Handy Park

Phone 714-744-7274

Email csfrontcounter@cityoforange.org

Address 2143 E Oakmont Avenue Orange, CA 92867



Click to view more images

Make a Reservation

1. SELECT DATE

Jun 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AVAILABLE TIMES:

09:00 AM to 10:00 PM
Resident

09:00 AM to 10:00 PM
Non-Resident

09:00 AM to 05:00 PM
Orange Business


09:00 AM to 05:00 PM
Non-Orange Business

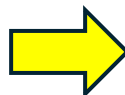
2. SELECT RATE

Resident (\$30/Hour)

3. SELECT TIME

From: 12:00 PM To: 04:00 PM

 Add To Cart



8. Ensure your location, date, and timeframe are correct and then click the “Checkout” button to continue with your permit process.

Handy Park features two playgrounds for ages 5-12, two unlit sand volleyball courts, and a spacious grass area. The other side of the park includes a reservable community room for up to 48 guests, barbecues, restrooms, lighting, and a lighted soccer field.

Groups of 25 or more must obtain a permit for gatherings. Groups of 10 or more must obtain a permit for groups of 10 or more.


Building

Before completing your online permit, please review our important permit rules and regulations on the [REMINDERS & PARK RULES](#)

Link to: [PERMIT FEES AND DEPOSITS](#)

- Maximum occupancy: 48 guests
- Only one reservation is allowed per day
- A four (4) hour minimum rental time required
- Permit timeframe must include setup, event and clean up time
- Tables and chairs are included

Facility Building
Location Handy Park
Phone 714-744-7274
Email csfrontcounter@cityoforange.org
Address 2143 E Oakmont Avenue Orange, CA 92867



[Click to view more images](#)

Make a Reservation

1. SELECT DATE

Jun 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2. SELECT RATE

Resident (\$30/Hour)

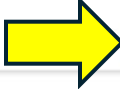
3. SELECT TIME

06/25/2025: Must reserve facility no less than 48 hours in advance

[Add To Cart](#)

#	Item	Total
1.	Rental of Handy Park Building 07/18/2025 9a-3p (Resident)	\$180.00 x
TOTAL		\$180.00

[Checkout](#)



9. Tables and chairs will be provided for facility rentals (for picnic pavilions the specific number of permanent tables are indicated). Be sure to review the Standard Diagram layout before proceeding.

The screenshot shows the City of Orange Community Services website interface. At the top, there is a navigation bar with links for Catalog, Account, Connect, Internal, Policies, Help, and Log Out. A shopping cart icon indicates a total of \$210.00 for 1 item. The main content area is titled 'Attachments' and lists one item: '1. Handy Park Standard Facility Diagram'. A yellow arrow points to this item. Below the item name is a note: 'NOTE: Please review and print standard facility diagram. If you have any questions related to the diagram please email csfrontcounter@cityoforange.org'. To the right of the attachment list is a 'View/Print' dropdown menu. A second yellow arrow points to the 'Confirm Attachments' button in the checkout menu, which is highlighted in green.

10. Please read and provide answers to all prompts. Then submit your response to continue.

The screenshot shows the 'Prompts' section of the website. It features a table with two columns: 'Prompt' and 'Response'. The prompts are numbered 1 through 7. A yellow arrow points to the 'Submit Responses' button in the checkout menu, which is highlighted in green. The prompts include questions about amplified sound, parking challenges, event type, jumper permits, guest counts, and agreement to terms and conditions.

Prompt	Response
General Prompts	
1. Please indicate any amplified sound you will have at your event (if any). Amplified sound cannot exceed 55 decibels.	<input type="text"/>
2. Customer understands parking will be a challenge when baseball games/practices are occurring.	<input type="checkbox"/> I Agree
3. Type of Event	<input type="text"/>
4. Will you be bringing a jumper to the park? All jumpers must have permit. Jumper must be 15x20 or smaller with a generator and can not be blocking any walkways.	Yes <input type="radio"/> No <input checked="" type="radio"/>
5. How many total guest are you expecting to attend your event?	<input type="text"/> (Must be 48 or less)
6. As the applicant of this reservation, I understand that: I, THE PERMIT HOLDER HAVE READ AND AGREE TO ABIDE BY ALL POLICIES, RULES, REGULATIONS, AND THE PATRON CODE OF CONDUCT IN THIS DOCUMENT, INCLUDING THE TERMS NOTED IN THE PERMIT: The City of Orange Facility Use Policies, Rules, and Regulations are incorporated herein by reference in the permit. The permit holder is responsible for knowing its contents and by acknowledging this prompt, paying the requested permit in full is deemed to have accepted the terms and conditions of the Facility Use Policies, Rules, and Regulations. The Orange Municipal Code will prevail in the event of any conflict.	<input type="checkbox"/> I Agree
7. CANCELATIONS & HOLIDAY INFORMATION All cancellations must be submitted in writing by the permit holder. The following cancellation fees will apply: Cancellations made 30 days or more prior to the event will receive a refund of permit costs minus \$10 Cancellations made 29-14 days prior to the event will	<input type="checkbox"/> I Agree

11. Review your location, date, and time of permit before continuing to payment.

Payment

Item	Price
1. Rental of Handy Park Building 06/21/2025 11a-5p (Resident)	\$180.00
Total Charges	\$180.00

Notes

Save Card

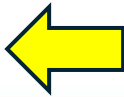
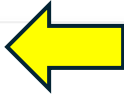
[Continue to Payment](#)

If you are not redirected to a receipt page after completing your purchase, please return to the catalog and try again.

CHECKOUT FOR SUNNY ORANGE

- [Browse Catalog](#)
- [Attachments](#)
- [Prompts](#)
- [Payment](#)**
- [Review & Confirm](#)
- [Receipt](#)

← Prompts



12. Input the payment method. Please note that the system only accepts MASTERCARD or VISA credit card. A permit facility diagram and receipt will be emailed once payment is completed.

Card Number * Exp. Date * Card Code *

Billing Address

First Name: Sunny

Last Name: Orange

Billing Country: USA

Zip: 92866

Street Address: 230 E Chapman Ave

City: Orange

State: CA

Phone Number: 7147447274

[Submit Payment](#) [Cancel](#)

