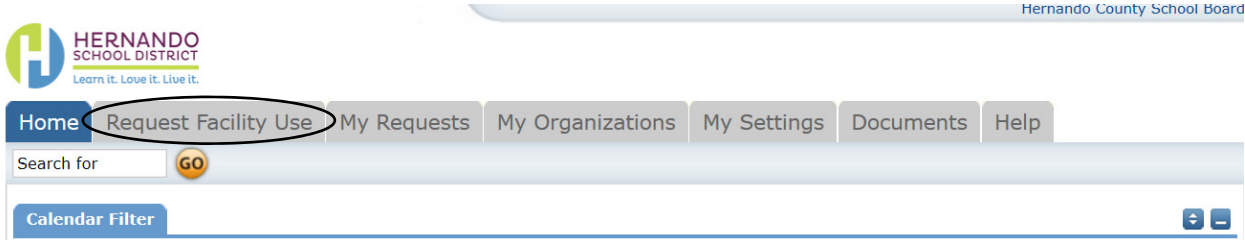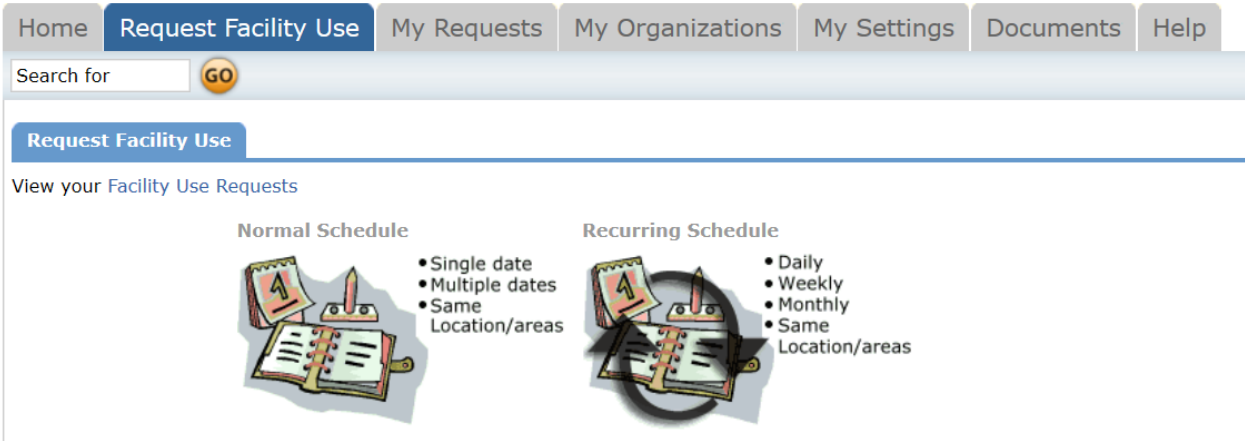# Use of Facilities Application Process
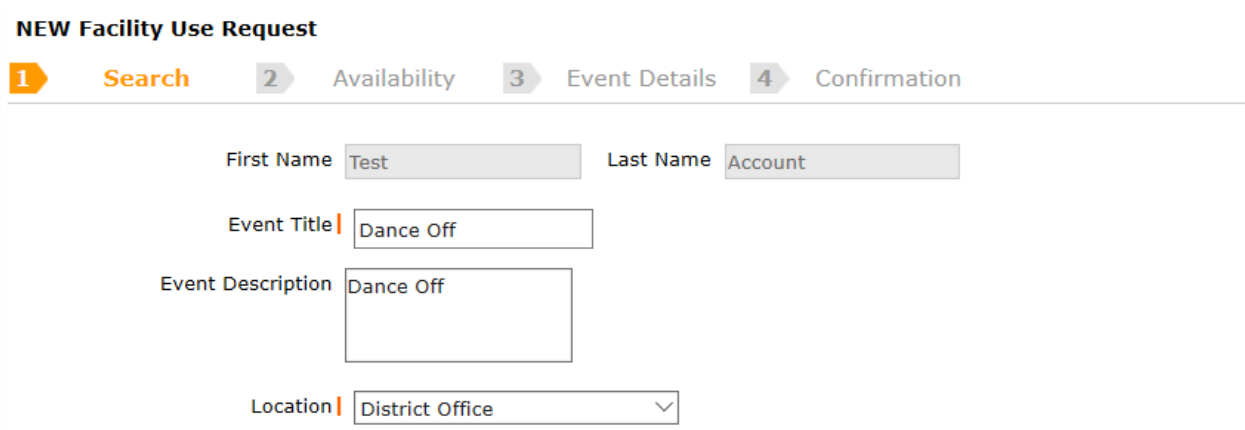
How to Submit an Application

1. Once you are registered and logged into School Dude, select "Request Facility Use"
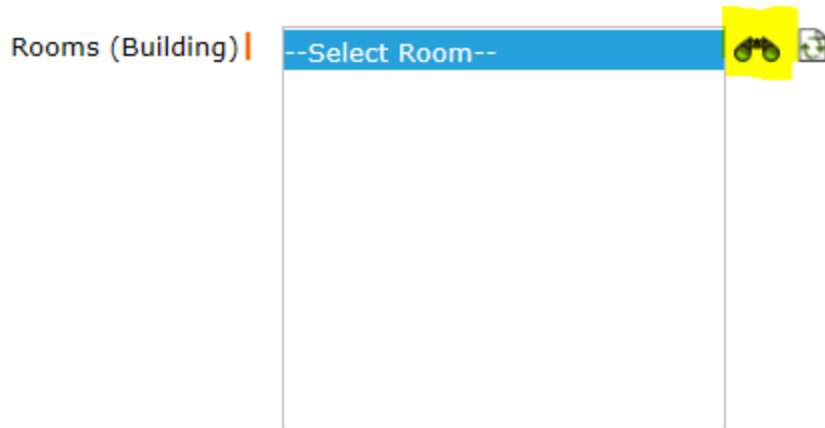

2. Select the schedule type you are looking for as shown below

3. Fill in all required fields

4. Select the search tool on the right for room selection

Rooms (Building) | --Select Room--

5. All available rooms will display

   Make desired selection and then "OK"

Rooms Lookup

Location: District Office

Filter List

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **ALL**

Quick Search [   ] [Search]

1 - 2 of total **2** listed   Items Per Page: 25 | 50 | 75 | 100

Previous 10 Next 10

Rooms

☐ Board Room

☐ Parking Lot

[OK] [Close]
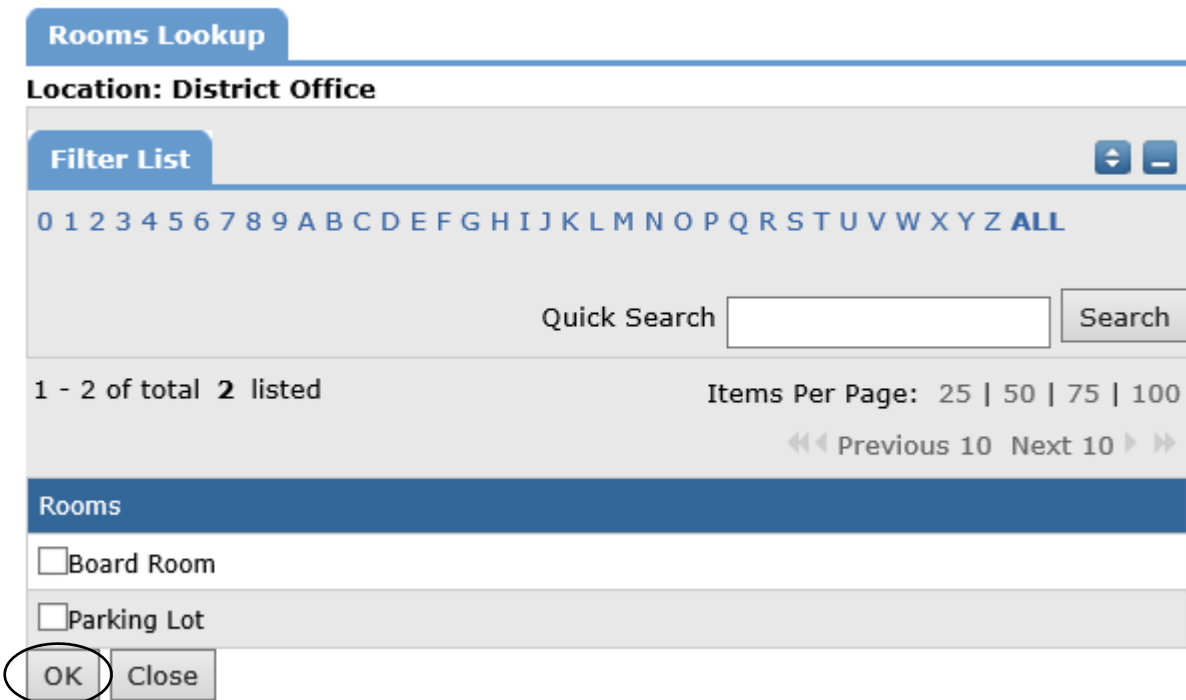
6. Select event date(s), start and end times, then select "Search"

Event Date(s) | 07/16/2020

	July 2020						August 2020					
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time | 7 ⌄ | 00 ⌄ | PM ⌄   End Time | 10 ⌄ | 00 ⌄ | PM ⌄

Search

7. Room availability will display

Review for accuracy and select "Next"

| 06:00 PM |
| 06:30 PM |
| 07:00 PM |
| 07:30 PM |
| 08:00 PM |
| 08:30 PM |
| 09:00 PM |
| 09:30 PM |
| 10:00 PM |
| 10:30 PM |
| 11:00 PM |
| 11:30 PM |

Previous   Next

8. Fill out all required fields including maintenance services required

NEW Facility Use Request

1 Search 2 Availability 3 **Event Details** 4 Confirmation

Organization Information

Organization | Test Org ▼

Contact | Jamie ▼

Insurance expires on: [   ]

Setup Requirements

Required Maintenance Services   **Service Description**

☑ Audio/Visual | sound system

☑ Custodial | services

☐ Event Setup | [   ]

☑ Heating/Ventilation /Air Conditioning | ac in room

☑ Lighting | light in room

☑ Utilities | services

9. Fill out remaining fields as shown and select "Add New File" to upload Certificate of Insurance
10. Once the certificate has been attached, and you have read and agreed to the terms, enter your email address on file, check the confirmation box and select "Submit"

Event Information

Below, please enter a number for:

Total Attending | 75
Adults Attending | 25
Children Attending | 50
Extra Chairs Required | 0
Parking Spaces Required | 100

Yes, please display events on the community calendar ☑

Other Needs

File Attachments

Add New File

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

Signature | _____ (please enter your email address)

☐ | I confirm that I have previously read and agree with the terms and conditions of facilities use

Submit

11. Your confirmation screen will appear

   The site administrator will review for approval

   An Email and/or invoice will be forthcoming

Confirmation

⚠️ The following request has been submitted.
Please contact   SITE ADMINISTRATOR FOR   any questions about your request.

Schedule ID 2763
Event Title Dance Off
Location District Office
Rooms (Buildings) Board Room
Event Dates 7/16/2020
Start Time 7:00 PM   End Time 10:00 PM
Name Jamie