

## **Billings Public Schools Facility Use Agreement Process**

In order for any member of the general public or any employee of School District #2 to secure a School District #2 facility for a non-school district function, they must proceed through the following process:

1. Check out the Requirements ie insurance etc.
2. Check out the User Responsibilities (as a renter you are responsible for knowing what is expected of you)
3. Click the Rent Here button to begin your search.

Once you have registered and found a facility you are interested in, submit the request. Once a request has been submitted the following

1. The request will go to the appropriate people for approval
2. Once approved and priced you will be sent an email letting you know it has been approved.
  - If it has been denied you will also get an email letting you know that is was denied. If it is denied you may alter your event by changing times, dates and/or facility.
3. When you get the approval email you must log into your event, enter your payment information, upload your Certificate of Liability insurance and confirm the agreement.
4. If this is your first rental of the year you will be required to meet with the principal or the principal designee to go over the User Responsibilities for that building.
5. If your Certificate of Liability insurance is not uploaded at least 3 days prior to your event it will be canceled.
6. Should it become necessary to cancel your event you must give at least a 24 hour's notice. If a 24 hour notice is not given you may be charged the full rental fee.