



LOMPOC UNIFIED SCHOOL DISTRICT

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Irma Manzo, Interim Assistant Superintendent Business Services

December 12, 2016

Dear Community Members and Lompoc Unified School District Facility Renters,

Lompoc Unified School District is pleased to announce a new online facility request and rental system designed to provide a positive user experience for all. With the new system, reservation requests can be submitted easily and will be handled more efficiently. Renters will be able to access photos and descriptions, see real-time availability, get estimated quotes and pay online.

In partnering with Facilitron, we are launching web-based facility web sites for each school with facility availability – allowing facility use requests to be submitted at any time. You can view all district facilities at: <https://facilitron.com/lusd93436>

You can also view each school facilities directly at their dedicated facility rental sites:

- Lompoc High School: <https://facilitron.com/lhs93436>
- Cabrillo High School: <https://facilitron.com/chs93436>
- Maple High School: <https://facilitron.com/mhs93436>
- Lompoc Valley Middle School: <https://facilitron.com/lvms93436>
- Vandenberg Middle School: <https://facilitron.com/vms93427>
- Buena Vista Elementary School: <https://facilitron.com/bves93426>
- Clarence Ruth Elementary School: <https://facilitron.com/cres93436>
- Crestview Elementary School: <https://facilitron.com/ces93437>
- Fillmore Elementary School: <https://facilitron.com/fes93436>
- Hapgood Elementary School: <https://facilitron.com/hes93436>
- La Cañada Elementary School: <https://facilitron.com/lces93436>
- La Honda Elementary School: <https://facilitron.com/lhes93436>
- Los Berros Elementary School: <https://facilitron.com/lbes93436>
- Miguelito Elementary School: <https://facilitron.com/mes93436>
- El Camino Community Center / Adult Education: <https://facilitron.com/eccc93436>

Facilitron will assist with the set-up of organizational accounts and the verification of their non-profit status (if applicable). Facility use payments include PayPal, major credit cards, and checks. Proof of insurance can be conveniently uploaded into the platform, and/or it can be obtained directly through Facilitron.

Our new Facilitron system was beta launched on November 10, 2016, and is now live for all sites. The best way to secure a site is to create a Facilitron account and place your request. If you need any assistance setting up an account and/or in placing a facility use request, you can contact Facilitron directly at:

support@facilitron.com, or by calling them at: 800-272-2962. You may also contact Business Services at: 805-742-3200.

As a District we look forward to continuing our partnerships with our community members and the Lompoc Unified School District family. We have included a Quick Start Guide instructions for your convenience.

Sincerely,



Irma Manzo
Interim Assistant Superintendent
Business Services



Renting a Facility

Quick Start Guide

Renting a facility is easy. Simply search by facility or activity type, select the date and browse the search results. Create a single or multi-event reservation and checkout. Fill out the application and payment and submit.

A single Facilitron account allows you to represent yourself or other organizations. After your account is created, you can set up an organization you want to represent (e.g., a soccer team), or you may be added as a user to an organization that is already setup, so that you too can submit reservations on its behalf.

1

Create Account

Create an account at Facilitron (if you don't have one already) and verify it through an email sent to your email address.



2

Search Facilities

Enter activity or facility type, when you need it, and click "Search" to search for available facilities.



3

Select and Add Times

Browse options, then select a facility and choose time slots according to availability. Click "Add" to add event to your shopping cart.

4

Build Reservation

Continue to add other facilities or dates and times to build a multi-facility, multi-day reservation then proceed to checkout.



5

Complete Application

Answer questions about your event including insurance and additional services or equipment. Then agree to the terms and conditions.



6

Enter Payment Info

Enter payment info and click "Submit." Your request is submitted but your payment is pending until the reservation is approved.

Most facilities require that liability insurance is provided for each event and submitted before the event will be approved. For users without insurance coverage, Facilitron can conveniently provide optional coverage through our insurance provider at affordable pricing based on type of event and number of participants and/or spectators. Click "I want to purchase insurance" during checkout.