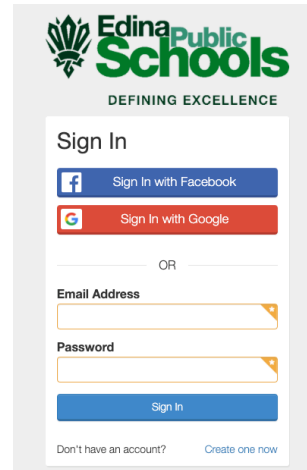


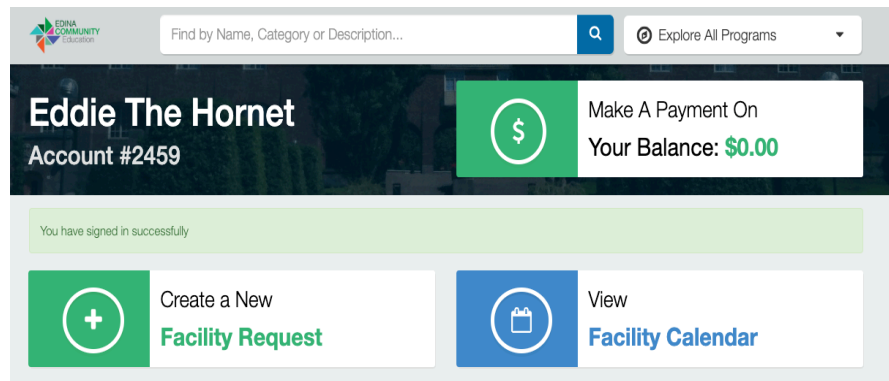
How to Request a Space

1. Login to your Facilities Account. If you do not have one, please fill out the Google Form above or contact us so we can create one for you.



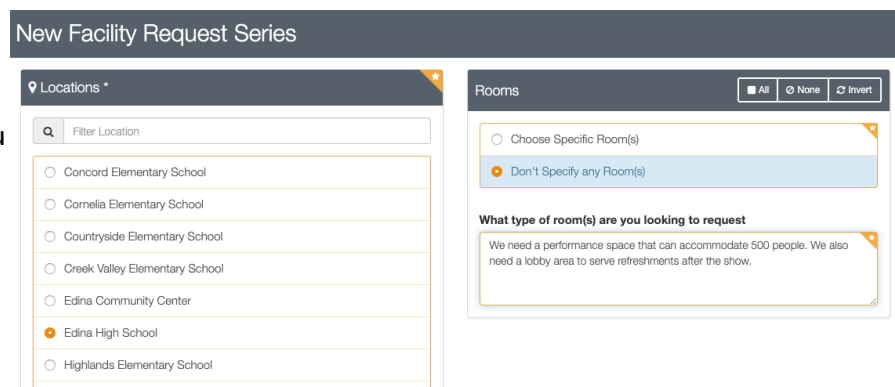
The image shows the 'Edina Public Schools' sign-in page. At the top is the logo with the tagline 'DEFINING EXCELLENCE'. Below the logo is a 'Sign In' section with two buttons: 'Sign In with Facebook' and 'Sign In with Google'. Underneath these is an 'OR' separator, followed by input fields for 'Email Address' and 'Password', and a 'Sign In' button. At the bottom, there are links for 'Don't have an account?' and 'Create one now'.

2. Once you login, click *Create a New Facility Request*.



The image shows a user dashboard for 'Eddie The Hornet' with 'Account #2459'. At the top, there is a search bar and a link to 'Explore All Programs'. Below the header, there is a green notification bar that says 'You have signed in successfully'. The main content area features two buttons: a green button with a plus sign labeled 'Create a New Facility Request' and a blue button with a calendar icon labeled 'View Facility Calendar'. To the right of the account name, there is a green box with a dollar sign icon and the text 'Make A Payment On Your Balance: \$0.00'.

3. Select which building you would like to request. If you know what room you want, you can choose a specific room, otherwise we can help you pick out a room.



The image shows the 'New Facility Request Series' form. It is divided into two main sections: 'Locations' and 'Rooms'. The 'Locations' section has a search bar labeled 'Filter Location' and a list of schools with radio buttons: Concord Elementary School, Cornelia Elementary School, Countryside Elementary School, Creek Valley Elementary School, Edina Community Center, Edina High School (which is selected), and Highlands Elementary School. The 'Rooms' section has a dropdown menu with 'Choose Specific Room(s)' and 'Don't Specify any Room(s)' (which is selected). Below this is a text box with the heading 'What type of room(s) are you looking to request' and the text: 'We need a performance space that can accommodate 500 people. We also need a lobby area to serve refreshments after the show.'

4. Select which dates and times you want to reserve. Once you've selected that information, click the *Submit Series* button.

Choose Dates *

← Prev Today Next →

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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	31		

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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

December 2019						
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	31				

Selected Conflict Holiday/Closed

Start Time: 07:00 PM End Time: 09:00 PM

Setup Duration: Hrs 1 Min Takedown Duration: Hrs 1 Min

Submit Series or cancel

5. If there are any conflicts with the dates and times you've selected, you will be prompted to either fix the conflict, skip the conflict, or revise the request. Our facilities staff will always try to resolve any conflicts.

Time Conflicts in 1 room for the Following Date:
11/15/2019

Fix Individual Time Conflicts Skip All Conflicts and Continue Revise Entire Request

Facility Series

Dates: Friday, Nov 15
Times: 7:00 PM → 9:00 PM
Location: Edina High School
Rooms: EHS EPAC Auditorium
Setup: 1h
Takedown: 1h

6. You will prompted to accept the terms and conditions. Please reference our 902 Policy for additional information.

Terms and Conditions Print

The undersigned, his/her organization and its members, in consideration for the use of the above described room or facility, will be financially responsible for and will indemnify, protect, defend and save harmless Independent School District #273 from all loss, damage, costs, expenses, liabilities, and litigation, including reasonable attorney's fees resulting from or arising out of use of such room or facility, normal wear and tear and depreciation of the facilities excepted.

I have read and agree to the above terms and conditions

Continue or cancel

7. If you have any setup notes or additional information, please include it in the provided spaces. The more detail you provide, the more we can accommodate your request.

Setup Notes Any specific equipment or setup notes for this facility request

We will need two tables in the lobby to sell tickets and concessions items. We'll also need extra garbage cans in the lobby.

Additional Information Anything else you would like us to know as we review your facility request

We'll need to use the sound and light boards for our show. Do we need a technician? We also need access to a piano.

8. You will be asked to review your request. If you do not need to make any changes, you can submit your request.

Equipment and Setup Notes

[Edit Notes](#)

We will need two tables in the lobby to sell tickets and concessions items. We'll also need extra garbage cans in the lobby.

Notes for Staff

[Edit Notes](#)

We'll need to use the sound and light boards for our show. Do we need a technician? We also need access to a piano.

Number of People Attending by Age

6-17	50
18-54	250

Percentage of attendees that are district residents

75%

Request Details: [Date View](#) [List View](#)

Date	Times	Locations	Duration	
Edina High School				
Fri, Nov 15 2019	6:00 PM - 10:00 PM 1h setup; 1h takedown	EHS EPAC Auditorium	4h	Modify Remove

[Complete Facility Request](#) or [cancel](#)

9. You can check the status of your facility request, modify, or cancel it by logging in to your Facilities Request.

Facility Request #

Edina Public Schools Talent Show

[Back to Facility Account](#)

Created: Aug 16, 2019 at 1:56 PM
Updated: Aug 16, 2019 at 1:56 PM

This request is waiting for approval by our staff.

Request Management

[PDF Download](#)

[iCal Download](#)

[Modify Name](#)

[Modify Request](#)

[Remove Request](#)

Request Info

Requested By: Eddie The Hornet

Have Any Questions?

Phone: (952) 848-3963

Fax: (952) 848-3951

Email: facilities@edinaschools.org