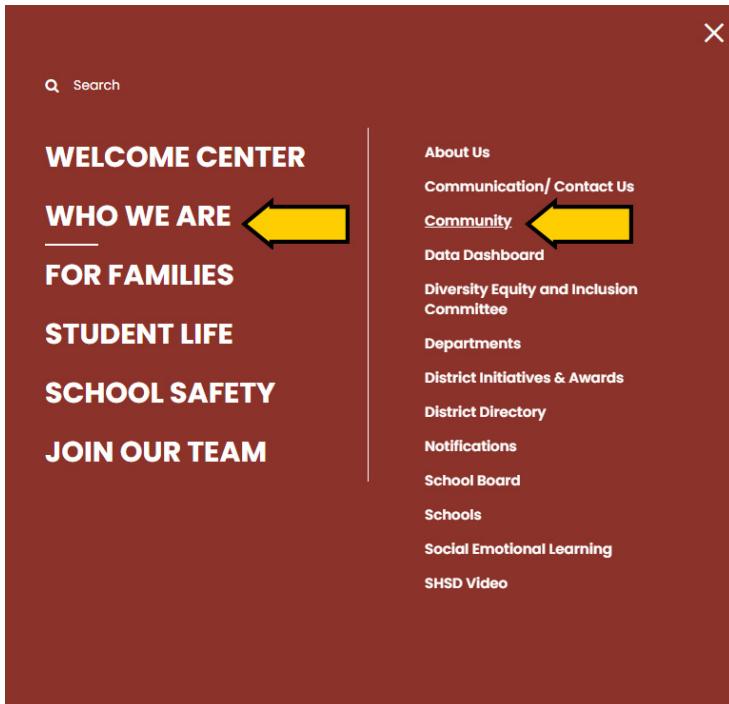


# HOW TO REQUEST A SCHEDULE FOR FACILITY USE WITH A LOGIN



**Step 1:** Go to [steilacoom.k12.wa.us](http://steilacoom.k12.wa.us). Click on the Menu option in the upper right corner, click on Who We Are, and then click on Community

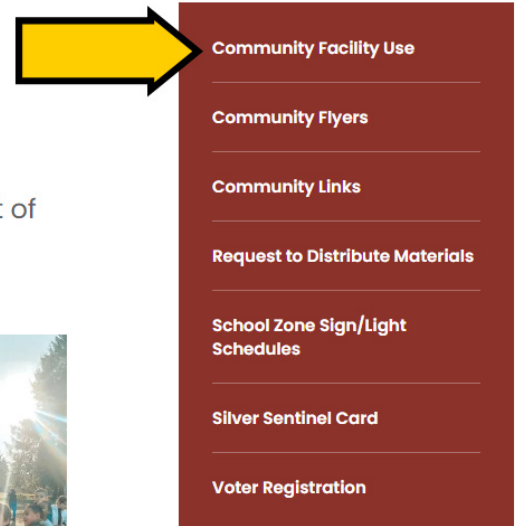
HOME › WHO WE ARE › COMMUNITY

## Community

We love our community and are thankful for their support of our students and staff!

Use the links on the right to schedule facility use, request to distribute materials, discover community information, and more!

If you need additional assistance, please don't hesitate to reach out to us at (253) 983-2200 or [info@steilacoom.k12.wa.us](mailto:info@steilacoom.k12.wa.us).



**Step 2:** Click on Community Facility Use

# HOW TO REQUEST A SCHEDULE FOR FACILITY USE WITH A LOGIN

HOME › WHO WE ARE › COMMUNITY › COMMUNITY FACILITY USE

## Community Facility Use

Requesting facility use in Steilacoom Historical School District is easy! Our district uses a web-based software called SchoolDude for all facility use. Please see below our process for facility requests.



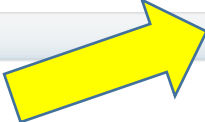
**FACILITY USE CALENDAR**


- + | **Requesting a Facility**
- + | **Scheduling**
- + | **Facility Use Confirmation and Cancellation Communication**
- + | **Contact Information**

**Step 3:** Click on Facility Use Calendar


STEILACOOM HISTORICAL SCHOOL DISTRICT



Welcome Guest! [Log in to Request Facility Use](#)  
Steilacoom School District






Home Documents Help



Search for  

**Calendar Filter**  

View event titles starting with: 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

--View All Organizations--  --View All Locations--  Filter Starting  

--View All Organization Type--  Description

**Month Calendar**  


< Prev February 2023 Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Feb 1	2	3	4

**Step 4:** Log in to Request Facility Use at the top right side of the calendar.

# HOW TO REQUEST A SCHEDULE FOR FACILITY USE WITH A LOGIN

STEILACOOM HISTORICAL SCHOOL DISTRICT Welcome Guest! [Log in to Request Facility Use](#)  
Steilacoom School District



Home Documents Help

Search for

**Login**

Don't have an account? [Create One.](#)

Email Address

Password


Home | Documents | Help

SID: SD-PD-      Welcome to Community Use. To request the use of SHSD facilities, requests must be submitted 30  
COMWEB-05      days prior to the event date. Complete the application & submit the following required documents,  
DID: 4              found under the Documents tab. 1. Facility Use Agreement 2. Sports Compliance Statement 3.  
Liability Insurance. Documents must be submitted within 15 days of the facility request, and prior to  
the request being processed. Facility use is permitted only after a request has been processed and  
activated.

[Terms and Conditions](#)

**Step 5:** Fill in email address and password and log in.

STEILACOOM HISTORICAL SCHOOL DISTRICT Welcome Theodore Santos! [Click here to Log Out](#)  
Steilacoom School District



Home **Request Facility Use** My Organizations My Settings Documents Help

Search for

**Calendar Filter**

View event titles starting with: 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

---View All Organizations---    ---View All Locations---    Filter Starting

--View All Organization Type--    Description    

**Month Calendar**  Month  Week  Day

< Prev      February 2023      Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Step 6:** Go to Request Facility Use.

# HOW TO REQUEST A SCHEDULE FOR FACILITY USE WITH A LOGIN

STEILACOOM HISTORICAL SCHOOL DISTRICT

Welcome Theodore Santos! [Click here to Log Out](#)  
Steilacoom School District



Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

## Request Facility Use

View your Facility Use Requests

### Normal Schedule



- Single date
- Multiple dates
- Same Location/areas

### Recurring Schedule



- Daily
- Weekly
- Monthly
- Same Location/areas

[Home](#) | [Request Facility Use](#) | [My Requests](#) | [My Organizations](#) | [My Settings](#) | [Documents](#) | [Help](#)

SID: SD-PD-  
COMWEB-05  
DID: 4

Welcome to Community Use. To request the use of SHSD facilities, requests must be submitted 30 days prior to the event date. Complete the application & submit the following required documents, found under the Documents tab. 1. Facility Use Agreement 2. Sports Compliance Statement 3. Liability Insurance. Documents must be submitted within 15 days of the facility request, and prior to the request being processed. Facility use is permitted only after a request has been processed and activated.

[Terms and Conditions](#)

**Step 7:** Pick the appropriate schedule for desired request. For this example, we will request a normal schedule. The process will be the same for recurring schedules with some additional requirements. Click on the icon that suits the requested schedule.

# HOW TO REQUEST A SCHEDULE FOR FACILITY USE WITH A LOGIN

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

### NEW Facility Use Request

1 Search 2 Availability 3 Event Details 4 Confirmation

First Name  Last Name

Event Title |

Event Description

Location |

Rooms (Building) |

*(Use the CTRL key to select multiple rooms.)*

Event Date(s) |

February 2023							March 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					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 |

End Time |

**Step 8:** Fill in the blocks to include start and time. Press search button.

# HOW TO REQUEST A SCHEDULE FOR FACILITY USE WITH A LOGIN

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for  **GO**

### NEW Facility Use Request

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

**Location:** 1-CHLOE CLARK ELEMENTARY SCHOOL  
**Rooms Selected:**  
 Regular Classroom

**Date range:** 3/31/2023 to 3/31/2023  
**Selected time:** 5:00 PM to 6:00 PM  
Half Hourly Increment

<< Room Availability >>

Fri 03/31

12:00 AM  
12:30 AM  
01:00 AM  
01:30 AM  
02:00 AM  
02:30 AM  
03:00 AM  
03:30 AM  
04:00 AM  
04:30 AM  
05:00 AM  
05:30 AM

10:30 PM  
11:00 PM  
11:30 PM

Previous Next

**Legend**

- Selected Date/Time Range
- Blocked
- E School Event Scheduled
- X Time Slot Is Booked
- X Time Slot Has Multiple Bookings

**Step 9:** The availability page will indicate if the selected time is in conflict with other schedules. If so, pick another schedule. This can be avoided by first checking the calendar for the specific location. On the calendar go to “view all locations” drop down and find the appropriate location. Next, click on the filter tab and the calendar will reflect all scheduled events. If there are no conflicts indicated, click on next tab.

# HOW TO REQUEST A SCHEDULE FOR FACILITY USE WITH A LOGIN

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

### NEW Facility Use Request

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

#### Organization Information

Organization |

Contact |

Insurance expires on:

#### Setup Requirements

**Required Maintenance Services**

Athletic Fields

Custodial

**Service Description**

**Required IT Services**

**Service Description**

#### Rental Requests

Charge Type	Quantity	Rental description

#### Event Information

Below, please enter a number for:

Total Attending |

Adults Attending

Children Attending

Extra Chairs Required

Parking Spaces Required

Yes, please display events on the community calendar

Other Needs

#### File Attachments

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

#### Legend

**Step 10:** Fill in all the appropriate event details. Enter email address in the signature block and click on save.

# HOW TO REQUEST A SCHEDULE FOR FACILITY USE WITH A LOGIN

STEILACOOM HISTORICAL SCHOOL DISTRICT

Welcome Theodore Santos! [Click here to Log Out](#)  
Steilacoom School District



Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

1 Search 2 Availability 3 Event Details 4 Confirmation

## Confirmation



The following request has been submitted.

Please contact [Sheila Murphy](#) if you have any questions about your request.

**Schedule ID** 6825

**Event Title** Club Meeting

**Location** 1-CHLOE CLARK ELEMENTARY SCHOOL

**Rooms (Buildings)** Regular Classroom

**Event Dates** 3/31/2023

**Start Time** 5:00 PM

**End Time** 6:00 PM

**Name** Theodore Santos

**Phone Number** 253-983-2207

**Email** [tsantos@steilacoom.k12.wa.us](mailto:tsantos@steilacoom.k12.wa.us)



**Print This!**

**Step 11:** You will receive a schedule ID specific for your event. You have successfully put in your request.