

**Salinas City Elementary 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, Salinas City Elementary School District has launched custom facility use sites for the district and each school – allowing facility use requests to be submitted at any time. **You can view and request all district facilities at:**

<https://www.facilitron.com/scesd93901>. Although the process of requesting/approval/management of facility use is now digital, what's implemented on Facilitron, remains the same as dictated by Salinas City Elementary School District's board policies on facility use. **The district's administrative staff makes final decisions on all facility use requests.**

Facilitron will assist with the set-up of organization and user accounts along with verification of non-profit status (if applicable). Facilitron will also collect payment and proof of insurance (certificate of insurance) on Salinas City Elementary School District's behalf. Payments can be submitted conveniently on Facilitron. **Payment options include major credit cards, checks, ACH/eCheck, and Paypal.** Proof of insurance (certificate of insurance) can also be conveniently uploaded into the system, and/or it can be obtained directly through Facilitron.

The new Facilitron system is now live for all sites. **Moving forward, the only way to request use of a district facility is by creating a Facilitron account and submitting a request online.** Please click [HERE](#) for an introduction to placing a request. For those who had reservations with Salinas City Elementary School District prior to Facilitron, accounts have already been created on your behalf, and an automated email has been sent to you to create a password to access your renter account. If you need any assistance setting up an account and/or in submitting a facility use request, you can contact Facilitron directly at: **support@facilitron.com**, or by calling them at: **800-272-2962 ext 1**.