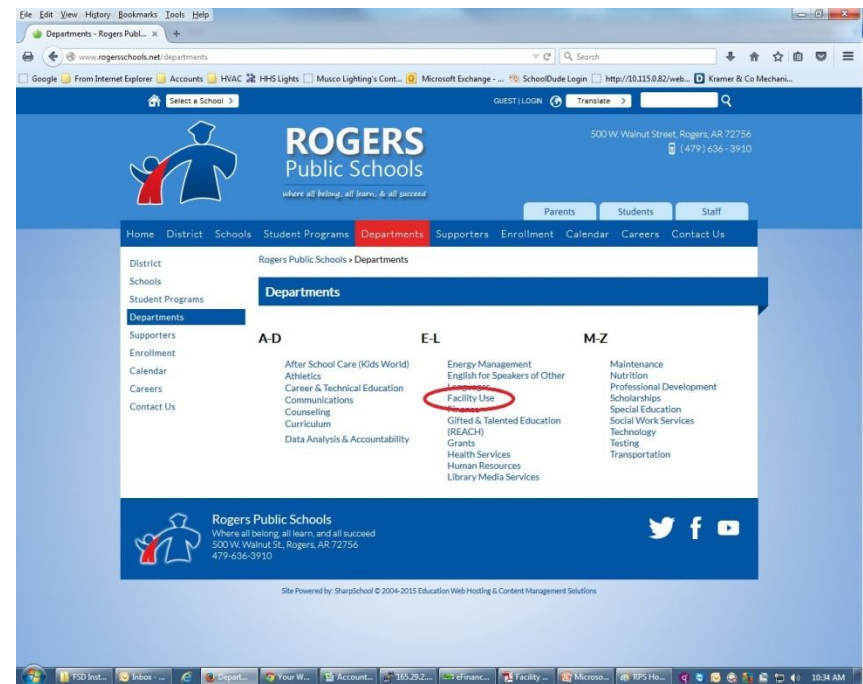
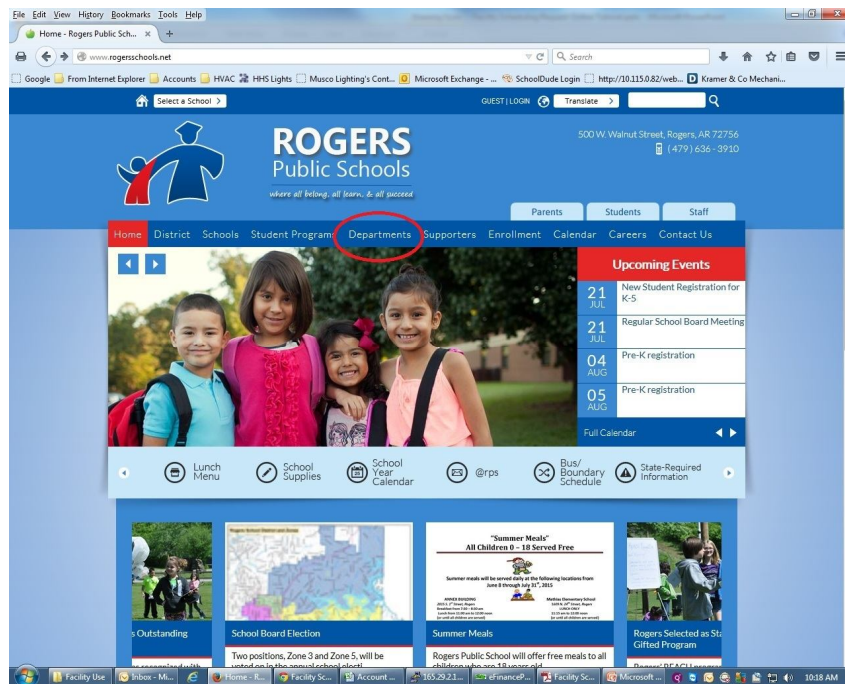


Facility Scheduling Request Online Tutorial

For Requestors

The online facility request/rental application is located by going to the district website. Click the 'Departments' heading then select Facility Use and you will find the current district policy, facility use guidelines, fee tables and a link to the online request system.



After reading through the policy, guidelines and fee table, you will find the link to submit your request. Click on the link to access the online request system.

Facility Scheduling x jbl control 67 HC/T P x Ctrl67HCT v2.1_specs x Ctrl67PT.v2.1_specshe x Welcome to MySchool x Facility Use - Rogers x Dan

← → ↻ ⓘ rogersschools.net/cms/One.aspx?portalId=3091742&pageId=3499950 ☆ ⋮

Apps ★ Bookmarks HVAC HVAC 2 Favorites Digital Video Recorder SchoolDude Login Microsoft Exchange HVAC | NMonitor Musco Lighting's Con HHS Lights »

*High school usage fee is billed for a minimum of 4 hours.
**Middle & Elementary School usage fee is billed for a minimum of 3 hours. If middle school auxiliary gym is used, additional \$25.00 /hour will be added to main gym rate.
*** If admission is charged, the review committee will determine charges.

- All fees and estimated personnel charges will be paid at least seven (7) business days prior to use.
- The principal or designee will determine personnel required for high school functions.
- If an event causes custodial staff to work additional hours beyond their normal work hours, there will be a charge for appropriate custodial fees.


All kitchen use will be approved and coordinated with the food service director (additional charges apply). -

- Any event, which the district believes will cause maintenance or replacement expenses not covered by the standard fees may be assessed an additional fee.


PERSONNEL CHARGES- (all personnel charges are based on a minimum of 3 hours and billed hourly)

Supervisor-	\$30 Fee - Pay \$25
Sound Board-	\$22 Fee - Pay \$18
Board Tech-	\$22 Fee - Pay \$18
Spot Light Tech-	\$22 Fee - Pay \$18
Back Stage Tech-	\$10 Fee - Pay \$8
Custodian Fee-	\$30 Fee
Additional Custodians	\$25 each per hour (fee)

To submit a facility use request or to rent a facility/space:
District Staff or approved school clubs/organizations (for after hours or weekend events).
Please use the link to submit a facility use request for district sponsored or required events through the online request system. Requests must be received no less than seven (7) business days prior to the event date, instructions on how to submit the form online is located at the following link: [Facility Request Tutorial](#).


Click here to submit a request. 




For community use or rental of a district facility/space.
Please fill out and submit the following form. Requests must be submitted no less than fourteen (14) business days prior to the requested event date. Rental requests are processed through the Maintenance Department located in the David Cauldwell School Services Complex, a deposit equal to 10% of the total estimated costs and fees is due at the time the event is approved and the facility reserved.



Click the calendar to view events.

[Facility Rental Application and Use Agreement.](#)

 **Rogers Public Schools**
Where all belong, all learn, and all succeed
500 W. Walnut St., Rogers, AR 72756
479-636-3910

Website by SchoolMessenger Presence. © 2016 West Corporation. All rights reserved.

Step 1


If you have submitted a request before then enter your email address in the space provided and hit sign in and skip to step 4, if this is your first time to make a request you will need to register first.

Facility Scheduling x jbl control 67 HC/T Pend x Ctrl67HCT v2.1_specsheet x Ctrl67PT.v2.1_specsheet x Welcome to MySchoolB x Dan

https://login.myschoolbuilding.com/msb?acctNum=470180303

Apps Bookmarks HVAC HVAC 2 Favorites Digital Video Recorder SchoolDude Login Microsoft Exchange HVAC | NMonitor Musco Lighting's Con HHS Lights

ROGERS SCHOOLS SERVICES


 Rogers Public Schools

Current User? Login Here!

Email **Password**

Forgot Password?

Never Submitted a Request? Register Here! ▼

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CID:162.158.69.102
SID:LGN21
CUA:Chrome

Step 2


Please fill out the form on the next screen and click the "Register" button. Also, **please make sure you enter a cell phone number**.

Facility Scheduling x jbl control 67 HC/T Pend x Ctrl67HCT v2.1_specsheets x Ctrl67PT.v2.1_specsheets x Welcome to MySchoolBu x Dan

https://login.myschoolbuilding.com/msb?acctNum=470180303

Apps Bookmarks HVAC HVAC 2 Favorites Digital Video Recorder SchoolDude Login Microsoft Exchange HVAC | NMonitor Musco Lighting's Con HHS Lights

ROGERS SCHOOLS SERVICES

 Rogers Public Schools

Current User? Login Here!

Email Password

Forgot Password?

Never Submitted a Request? Register Here! ^

Account Number

First Name Last Name


Phone Number

Email

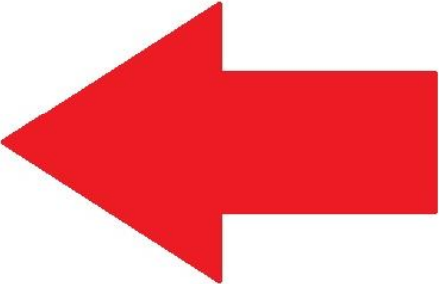
New Password


Passwords are case sensitive and must be at least six characters long.

Confirm Password



NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.



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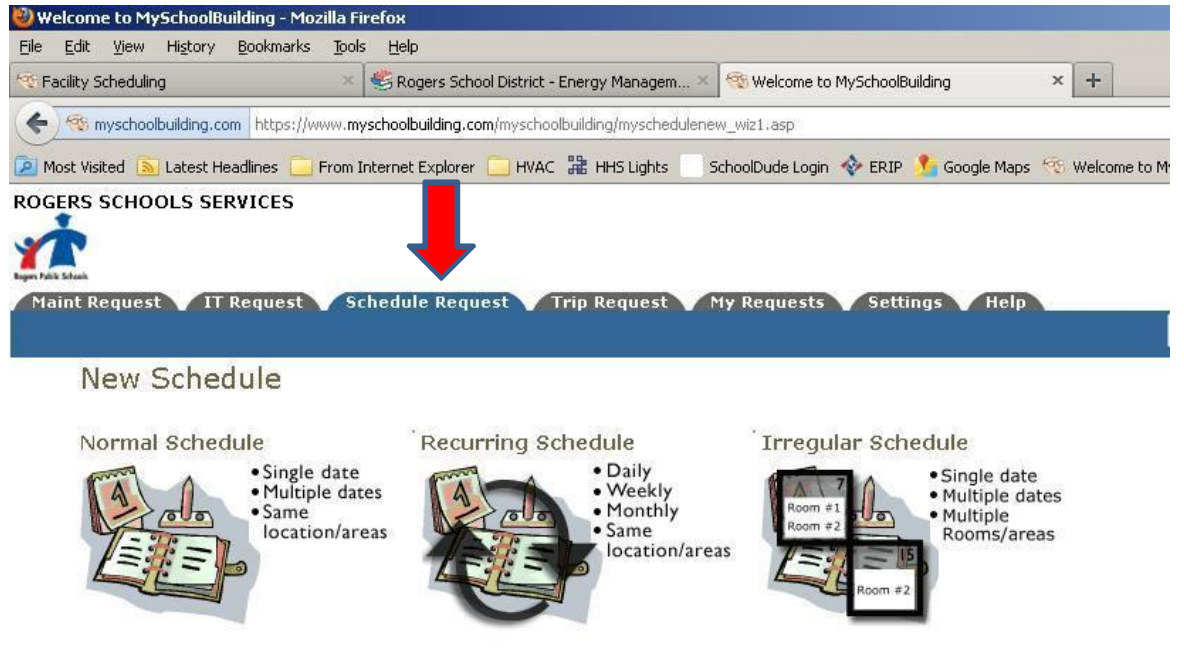
CID:162.158.69.102
SID:LGN21
CUA:Chrome

Step 3

This page intentionally left blank.

Step 4

Now you're ready to make your first request. Please make sure you click on the '**Schedule Request**' tab. You will need to decide if the event is for a single or multiple dates, same or different times and multiple rooms. Typically the '[Normal Schedule](#)' and '[Recurring Schedule](#)' will cover most events, however if the event will be multiple days and start at different times on those days then the '[Irregular Schedule](#)' will have to be used. The following pages will discuss each type of schedule.



The screenshot shows a Mozilla Firefox browser window with the 'Welcome to MySchoolBuilding' page. The 'Schedule Request' tab is highlighted in the navigation bar. A red arrow points to this tab. Below the navigation bar, the 'New Schedule' section displays three options: 'Normal Schedule', 'Recurring Schedule', and 'Irregular Schedule'. Each option includes an icon and a list of features.

Schedule Type	Features
Normal Schedule	<ul style="list-style-type: none">• Single date• Multiple dates• Same location/areas
Recurring Schedule	<ul style="list-style-type: none">• Daily• Weekly• Monthly• Same location/areas
Irregular Schedule	<ul style="list-style-type: none">• Single date• Multiple dates• Multiple Rooms/areas

At the bottom of the page, there is a navigation bar with links: 'Maint Request', 'IT Request', 'Schedule Request', 'Trip Request', and 'My Request'. Below this bar are links for 'Conditions of Use', 'Privacy Policy', and 'Help'. The footer text reads: 'Copyright © 1999-2012 SchoolDude.com, Inc. All Rights Reserved'.

Step 5 – Normal Schedule

NOTE: You are responsible for requesting dates, times, rooms and locations that you need. The district office is not responsible for the accuracy of any requests. All organizations are responsible for confirming any requests they have made by logging into the system.

Event Title will be your organization name and event title. For instance, RHS Boys Basketball Practice, HHS Football Banquet or RHS Drama Performance.

Event Description will be a short description of the event. For example, drama performance of the Romeo and Juliet or Boys Summer Basketball Practices or a benefit concert with proceeds going towards Make a Wish.

Area **do not choose an area.** This field should state “—Select Area—”.

Location is a drop down menu that you will need to choose your location or the location you are requesting. You will see all school locations listed here.

Building can be left blank if you choose. This will mostly apply to high school buildings. If you are requesting use of the commons and the stadium or indoor turf room in the field house, you'll need to leave this blank. If you're requesting use of a room in a particular building on campus, ie. Main building, Stadium or Field House, then select the proper building.

Rooms The list of available rooms will automatically fill in for the specific location you are requesting. If the room is not listed you will have to contact Dan Caley to see if it can be added. Note: if you intend for the kitchen staff to prepare food for a banquet please include the kitchen as one of the rooms needed.

Event Date(s) you can select up to 20 dates from the calendars to the right

Start/End Time This is the actual starting time of the event. Do not add additional time to account for HVAC system, this is already programmed in.

Setup Begin/Breakdown End Time If you need setup time prior to the beginning of your event list it here. If no setup or breakdown time is required these fields are not necessary and will be the same as your start and end times.

Duration this field will be automatically filled in and should not be changed.

Welcome to MySchoolBuilding - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Facility Scheduling Welcome to MySchoolBuilding

myschoolbuilding.com https://www.myschoolbuilding.com/myschoolbuilding/MyScheduleNew.asp?scheduletype=0

Most Visited Latest Headlines From Internet Explorer HVAC HHS Lights SchoolDude Login ERIP Google Maps Welcome to MySchool... US EPA Greenhouse Gas Equi... Southbank - Turkey S...

ROGERS SCHOOLS SERVICES

Go to Quick Links - LOGOUT HELP

Main Request IT Request Schedule Request Trip Request My Requests Settings Help

ASSIGNMENT SEARCH KNOWLEDGE BASE HELP

New Schedule

☒ Indicates required information

☒ Insurance has expired

Welcome to Rogers Public Schools. Please fill out the below form to request use of a facility.

☒ Booked by First Name Last Name
Dan Caley
Email
dcaley@rps.k12.arus
Please be yourself, click here if you are not Dan Caley

☒ Event Title

Event Description

Area -- Select Area -- View Bookings

☒ Location -- Select Location --

☒ Building -- Select Building -- View Room Details

☒ Rooms -- Select Rooms --

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Check Availability

☒ Start Time -- Select -- End Time -- Select --

Setup Begin Time -- Select -- Breakdown End Time -- Select --

☒ Duration hours 00 minutes. Spans over 1 days.

Check Availability

April 2012							May 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

Start Microsoft Outlook Welcome to MySchool... H:\Presentations Microsoft PowerPoint - [...

7:33 AM

Continue to [Step 6](#) now.

Step 5 - Recurring Schedule

NOTE: You are responsible for requesting dates, times, rooms and locations that you need. The district office is not responsible for the accuracy of any requests. All organizations are responsible for confirming any requests they have made by logging into the system.

Event Title will be your organization name and event title. For instance, RHS Boys Basketball Practice, HHS Football Banquet or RHS Drama Performance.

Event Description will be a short description of the event. For example, drama performance of the Romeo and Juliet or Boys Summer Basketball Practices or a benefit concert with proceeds going towards Make a Wish.

Area **do not choose an area**. This field should state "—Select Area—".

Location is a drop down menu that you will need to choose your location or the location you are requesting. You will see all school locations listed here.

Building can be left blank if you choose. This will mostly apply to high school buildings. If you are requesting use of the commons and the stadium or indoor turf room in the field house, you'll need to leave this blank. If you're requesting use of a room in a particular building on campus, ie. Main building, Stadium or Field House, then select the proper building.

Rooms The list of available rooms will automatically fill in for the specific location you are requesting. If the room is not listed you will have to contact Dan Caley to see if it can be added. Note: if you intend for the kitchen staff to prepare food for a banquet please include the kitchen as one of the rooms needed.

The screenshot shows a web browser window with the title "Welcome to MySchoolBuilding - Mozilla Firefox". The address bar shows the URL "https://www.myschoolbuilding.com/myschoolbuilding/MyScheduleNew.asp?scheduletype=1". The page has a navigation bar with links: "Maint Request", "IT Request", "Schedule Request", "Trip Request", "My Requests", "Settings", and "Help". Below the navigation bar is a section titled "New Schedule".

The "New Schedule" form includes the following fields and options:

- ☒ **Indicates required information**
- ☒ **Booked by**
 - First Name:** Dan
 - Last Name:** Caley
 - Email:** dcaley@rps.k12.ar.us
 - Please be yourself, click [here](#) if you are not Dan Caley
- ☒ **Event Title**
- Event Description** (text area)
- Area** (dropdown menu: -- Select Area --)
- ☒ **Location** (dropdown menu: -- Select Location --)
- ☒ **Building** (dropdown menu: -- Select Building --)
- ☒ **Rooms** (dropdown menu: -- Select Rooms --)

Buttons on the right side of the form include "View Bookings" and "View Room Details". A note at the bottom of the form states: "(Use the CTRL key to select multiple rooms.)"

Start/End Time This is the actual starting time of the event. Do not add additional time to account for HVAC system, this is already programmed in.

Setup Begin/Breakdown End Time If you need setup time prior to the beginning of your event list it here. If no setup or breakdown time is required these fields are not necessary and will be the same as your start and end times.

Duration this field will be automatically filled in and should not be changed.

Start Recurrence You may use the calendar or manually type in your date with the format of mm/dd/year. If using a normal schedule you will be able to choose your date or up to 20 dates from the calendar on the right of the screen.

Recurrence This will be daily, weekly or monthly. If you do not fill this area out correctly you will be prompted to complete the required information. If using a normal schedule you will be able to choose your date or up to 20 dates from the calendar on the right of the screen.

Recurrence Pattern If you need a room every Wednesday for a six month period, please check Weekly Recur every 1 week on: Wednesday..if you choose your weekly recur every 12 weeks you will be booking Wednesday every 12 weeks.
NOTE: if you enter a start date and end date and then select daily recurrence pattern and check this will include weekends, even if you check the box next to a particular day. To eliminate weekends you need to use the 'Weekly Recur' option.

End Recurrence This will be the last date of the event or recurrence. You can either use the calendar to select the date or manually enter it with the format mm/dd/year.

Continue to [Step 6](#) now.

Welcome to MySchoolBuilding - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Facility Scheduling x Rogers School District - Energy Managem... x Welcome to MySchoolBuilding x

myschoolbuilding.com https://www.myschoolbuilding.com/myschoolbuilding/MyScheduleNew.asp?scheduletype=1

Most Visited Latest Headlines From Internet Explorer HVAC HHS Lights SchoolDude Login ERIP Google Maps

☒ Start Time [] [00] [] End Time [] [00] []

Setup Begin Time [] [00] [] Breakdown End Time [] [00] []

☒ Duration [] hours [00] minutes. Spans over [1] days.

Tentative Booking? ☐ Through Date [] [] []

☒ Start Recurrence [] [] []

☒ Recurrence Pattern ☒ Daily

☐ Weekly Recur every [] week(s) on:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

☐ Monthly ☐ Day [] of every [] month(s)

☐ The [first] day of every [] month(s)

☒ End Recurrence [] [] []

Check Availability

Step 6

Additional Information these are required fields. If there is an admission fee, that amount **MUST** be listed along with where the net proceeds will be going towards. Examples are, \$10.00 for adults and \$5.00 for students/children with proceeds benefiting Make a Wish or \$5.00 admission with proceeds going to help debate team members offset costs for national tournament. **NOTE just because an event is a school event or school sponsored does not mean that the associated costs will be waived. An example is DECA promoting a fund raiser after school for a local charity. Where this is a good cause and a school sponsored event, operating funds cannot be used to fund local charities.**

Organization Information This is a search menu where all the registered organizations are listed. Click on the binoculars to look up your group. Most all school groups are entered using your school abbreviation like RHS or BV. You can search for all or part of a name like 'fac' for faculty. That will bring up all of the groups in the system with Faculty. If the group is not listed then go back and enter the information in the 'New' field below the organization. Then fill in the organization contact information. **A cell phone number MUST be listed.** If your organization already has insurance, please fill in this information. The district reserves the right to require insurance on any event we deem necessary, school groups do not need insurance.

Continue to [Step 8](#) now.

The screenshot shows the 'Facility Scheduling' application in a web browser. The main form is titled 'Additional Information' and 'Organization Information'. The 'Organization Information' section has a search icon (binoculars) circled in red. A pop-up window titled 'Organization Lookup' is open, showing a 'Quick Search' field with 'fac' entered and a 'Go' button circled in red. The pop-up also displays a list of organizations, including BG Faculty and Staff, BV Faculty/Staff, EMS Faculty/Staff, ES Faculty/Staff, ET Faculty/Staff, FT Faculty/Staff, GH Faculty/Staff, Glad Manufacturing, HHS Faculty/Staff, JD Faculty/Staff, JM Faculty/Staff, KMS Faculty/Staff, LMS Faculty/Staff, LW Faculty/Staff, and NS Faculty/Staff.

Additional Information

☒ Is this a school event or a school sponsored event? ☐ Yes ☐ No

☒ Will an admission fee be charged? ☐ Yes ☐ No

☒ Please state the intended admission fee amount and where the proceeds will go towards.

Organization Information

☒ Organization -- Select Organization --

or new

Type -- Select Organization Type --

Contact Name -- No Contacts Available --

First Name Last Name

Email

Evening Phone

Billing Address

☐ Use Organization Billing Address

FEIN Sales Tax Exemption N

☐ Yes, add this contact to the organization's contact list

Invoice Type? ☐ Charge back ☒ Payment ☐ No charge

Responsible for Billing -- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget -- Select Budget Account -- Charge backs requires a

Document Number (e.g. contract or permit number)

PO Number

Back to shortcuts

Organization Lookup

Quick Search

fac

Go

1 of 15 of total 21 listed

Organization: 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

Organization
BG Faculty and Staff
BV Faculty/Staff
EMS Faculty/Staff
ES Faculty/Staff
ET Faculty/Staff
FT Faculty/Staff
GH Faculty/Staff
Glad Manufacturing
HHS Faculty/Staff
JD Faculty/Staff
JM Faculty/Staff
KMS Faculty/Staff
LMS Faculty/Staff
LW Faculty/Staff
NS Faculty/Staff

Close this window

Step 7 – Irregular Schedule

NOTE: You are responsible for requesting dates, times, rooms and locations that you need. The district office is not responsible for the accuracy of any requests. All organizations are responsible for confirming any requests they have made by logging into the system.

Event Title will be your organization name and event title. For instance, RHS Boys Basketball Practice, HHS Football Banquet or RHS Drama Performance.

Event Description will be a short description of the event. For example, drama performance of the Romeo and Juliet or Boys Summer Basketball Practices or a benefit concert with proceeds going towards Make a Wish.

Area do not choose an area. This field should state “—Select Area—”.

Location is a drop down menu that you will need to choose your location or the location you are requesting. You will see all school locations listed here.

Building can be left blank if you choose. This will mostly apply to high school buildings. If you are requesting use of the commons and the stadium or indoor turf room in the field house, you'll need to leave this blank. If you're requesting use of a room in a particular building on campus, ie. Main building, Stadium or Field House, then select the proper building.

Additional Information these are required fields. If there is an admission fee, that amount **MUST** be listed along with where the net proceeds will be going towards. Examples are, \$10.00 for adults and \$5.00 for students/children with proceeds benefiting Make a Wish or \$5.00 admission with proceeds going to help debate team members offset costs for national tournament. **NOTE just because an event is a school event or school sponsored does not mean that the associated costs will be waived. An example is DECA promoting a fund raiser after school for a local charity. Where this is a good cause and a school sponsored event, operating funds cannot be used to fund local charities.**



Search for: [GO](#)

[Advanced Search](#) [Help](#)

Schedule Shortcuts

New	Update Schedule	Event Dates	Organization Info	Print Form
Facility Usage Agreement	Facility Use Fees	Required Setup Services	Rental Requests	Approval Process
Events	Invoicing	Payments	Work Order Costs	Sent Messages

Legend: ☒ Indicates required information.
☒ Insurance has expired

Quick Links
- [Schedule List](#)
- [Process New](#)

Jump To
- [Mark as Pending](#)
- [Schedule Activation](#)

New Schedule

☒ **Schedule ID** NEW
☒ **Status** Submitted
☐ Notify Booked By
☐ Notify Contact Person

Schedule State? Inactive

☒ **Event Title**

Event Description

☒ **Location** -- Select Location --

Building -- Select Building --

Additional Information

☒ Is this a school event or a school sponsored event? ☐ Yes ☐ No

☒ Will an admission fee be charged? ☐ Yes ☐ No

☒ Please state the intended admission fee amount and where the proceeds will go towards.

Organization Information This is a search menu where all the registered organizations are listed. Click on the binoculars to look up your group. Most all school groups are entered using your school abbreviation like RHS or BV. You can search for all or part of a name like 'fac' for faculty. That will bring up all of the groups in the system with Faculty. If the group is not listed then go back and enter the information in the 'New' field below the organization. Then fill in the organization contact information. **A cell phone number MUST be listed.**

Insurance Information If your organization already has insurance, please fill in this information. The district reserves to the right to require insurance on any event we deem necessary, school groups do not need insurance.

The screenshot shows a web browser window with the URL `https://app20.schoolde.com/toolbox/mydtfs/mydtfs_s/mydtfs_schedulednew_pg4.asp?scheduletype=0`. The main form is titled "Organization Information" and contains several sections:

- Organization:** A dropdown menu with a binoculars icon circled in red. Below it are fields for "or new" and "Type".
- Contact Name:** Fields for "First Name", "Last Name", "Email", and "Evening Phone".
- Billing Address:** A text area.
- FEIN:** A text field.
- Sales Tax Exemption:** A dropdown menu.
- Invoice Type:** Radio buttons for "Charge back", "Payment", and "No charge".
- Responsible for Billing:** A dropdown menu.
- Billing Comments:** A text area.
- Budget:** A dropdown menu.
- Document Number:** A text field with a note "(e.g. contract or permit number)".
- PO Number:** A text field.
- Insurance Information:** Fields for "Company", "Company Policy No", "Coverage", and "Coverage Dates".

An "Organization Lookup" pop-up window is open, showing a "Quick Search" field with "fac" entered and a "Go" button circled in red. Below the search field is a list of organizations:

Organization
BG Faculty and Staff
BV Faculty/Staff
EMS Faculty/Staff
ES Faculty/Staff
ET Faculty/Staff
FT Faculty/Staff
GH Faculty/Staff
Glad Manufacturing
HHS Faculty/Staff
JD Faculty/Staff
JM Faculty/Staff
KMS Faculty/Staff
LMS Faculty/Staff
LW Faculty/Staff
NS Faculty/Staff

The taskbar at the bottom shows various open applications including "FSD Inst...", "Inbox", "Mozilla", "rogerssc...", "Account...", "165.29.2...", "eFinanc...", "Facility...", "Microso...", "Organ...", and the system clock shows "11:06 AM".

Area do not choose an area. This field should state “—Select Area—”.

Rooms The list of available rooms will automatically fill in for the specific location you are requesting. If the room is not listed you will have to contact Dan Caley to see if it can be added. Note: if you intend for the kitchen staff to prepare food for a banquet please include the kitchen as one of the rooms needed.

Event Date(s) you can select up to 20 dates from the calendars to the right

Start/End Time This is the actual starting time of the event. Do not add additional time to account for HVAC system, this is already programmed in.

Setup Begin/Breakdown End Time If you need setup time prior to the beginning of your event list it here. If no setup or breakdown time is required these fields are not necessary and will be the same as your start and end times.

Duration this field will be automatically filled in and should not be changed.

You can enter a maximum of 20 event dates for each irregular schedule, to add more you **MUST** click 'Save' then go back and add the other dates. You can add three (3) dates at a time.

Continue to [Step 8](#) now.

Step 8

Setup Requirements These are selectable services. Choose the services that you feel you will need, after you check the box to the left of the service the description field will change color to white. You then HAVE to type a description of the service. It is not acceptable to check custodial and type a description of "need custodians". Type a brief but detailed description. For HVAC it should be something to the effect of... "need HVAC in RHS commons on 4-04-12 until 9:00 pm...". For custodians please include the number of people that will be attending so we can schedule the proper number of custodians to handle the event. It is acceptable to put..."please see Mr./Mrs. Xxxxx for specific setup requirements." **Note: if you intend for the kitchen staff to prepare food for a banquet please Food Services as one of the required services.**

Number Attending is a required field, if you don't know for sure you will need to make a best guess.

Extra Chairs and Other Needs should be filled in with as much information as you know.

Event Visibility you will leave marked to yes.

Password is password and press save.

Once you press save your event as been requested and will be routed to the building administrator for approval. The event/request is not formally approved until you receive an email from SchoolDude stating your event has been approved/activated. If it is declined you will receive an email stating the request has been declined. To check on the status of your request please login to the online system under the booked by email address and click the tab 'My Requests'. All requests made under the email address will show in the new window sorted by schedule ID. The higher the ID number the more recent the request. Declined or cancelled requests will NOT appear in the window. You cannot make changes/cancellations to any request in the online system.

If you have an questions or problems please contact Dan Caley at 636-3910 or dcaley@rps.k12.ar.us.

The screenshot shows a web browser window titled "Welcome to MySchoolBuilding - Mozilla Firefox". The address bar shows the URL "https://www.myschoolbuilding.com/myschoolbuilding/MyScheduleNew.asp?scheduletype=1". The page content is titled "Setup Requirements" and is divided into two main sections.

Required Maintenance Services

Service	Service description
<input type="checkbox"/> Alarm	
<input type="checkbox"/> Athletic Fields	
<input type="checkbox"/> Audio/Visual	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Food Services	
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	
<input type="checkbox"/> Performance Lights & Sound	

Number Attending ☒
Number of Adults
Number of Children
Number of extra chairs
Other Needs
Event Visibility Display events on the facilities use calendar Yes ☒ No ☐
☒ Password [Forgot Password?](#)

At the bottom of the form are two buttons: "Save" and "Reset".