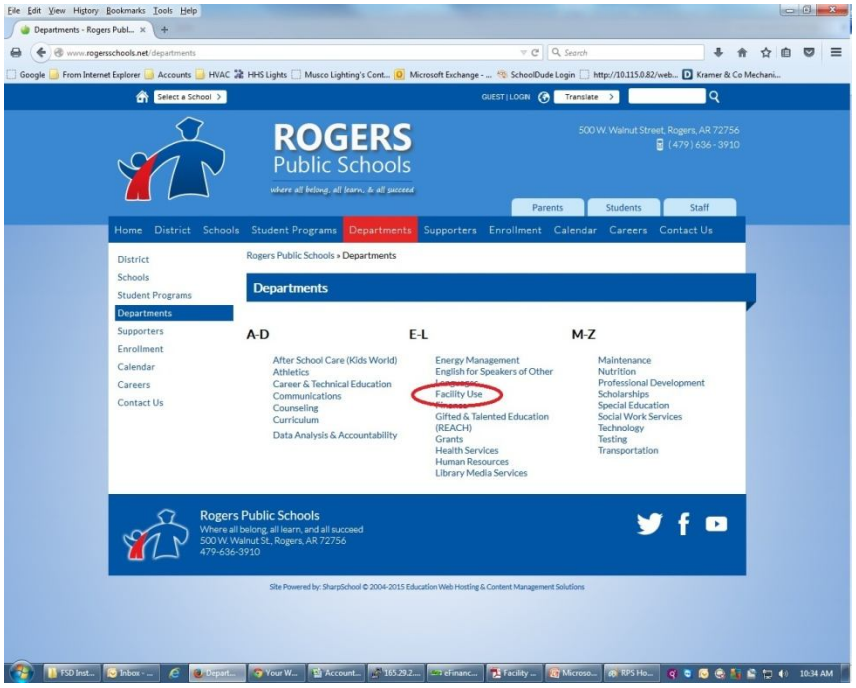
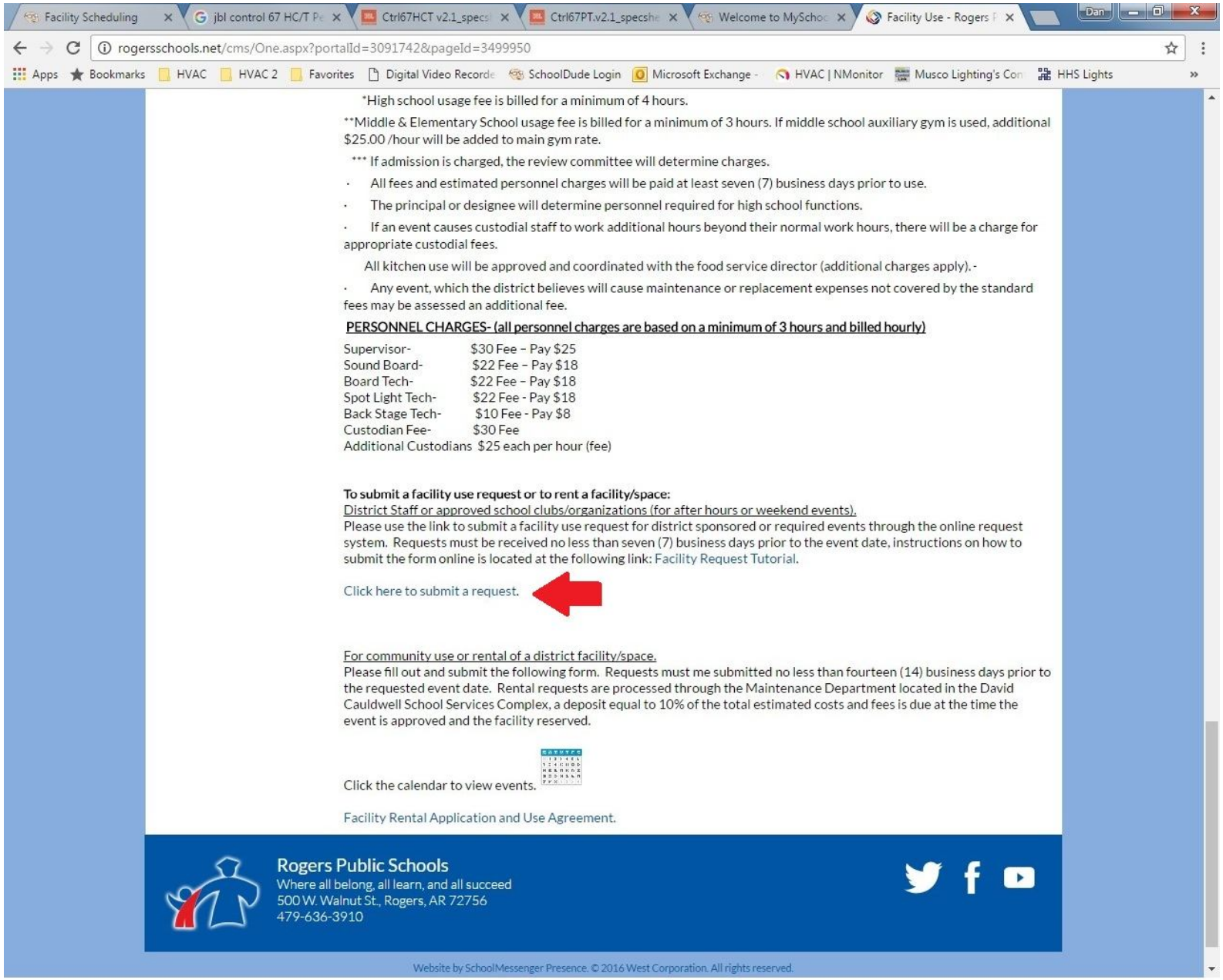
Facility Scheduling Request Online Tutorial

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.

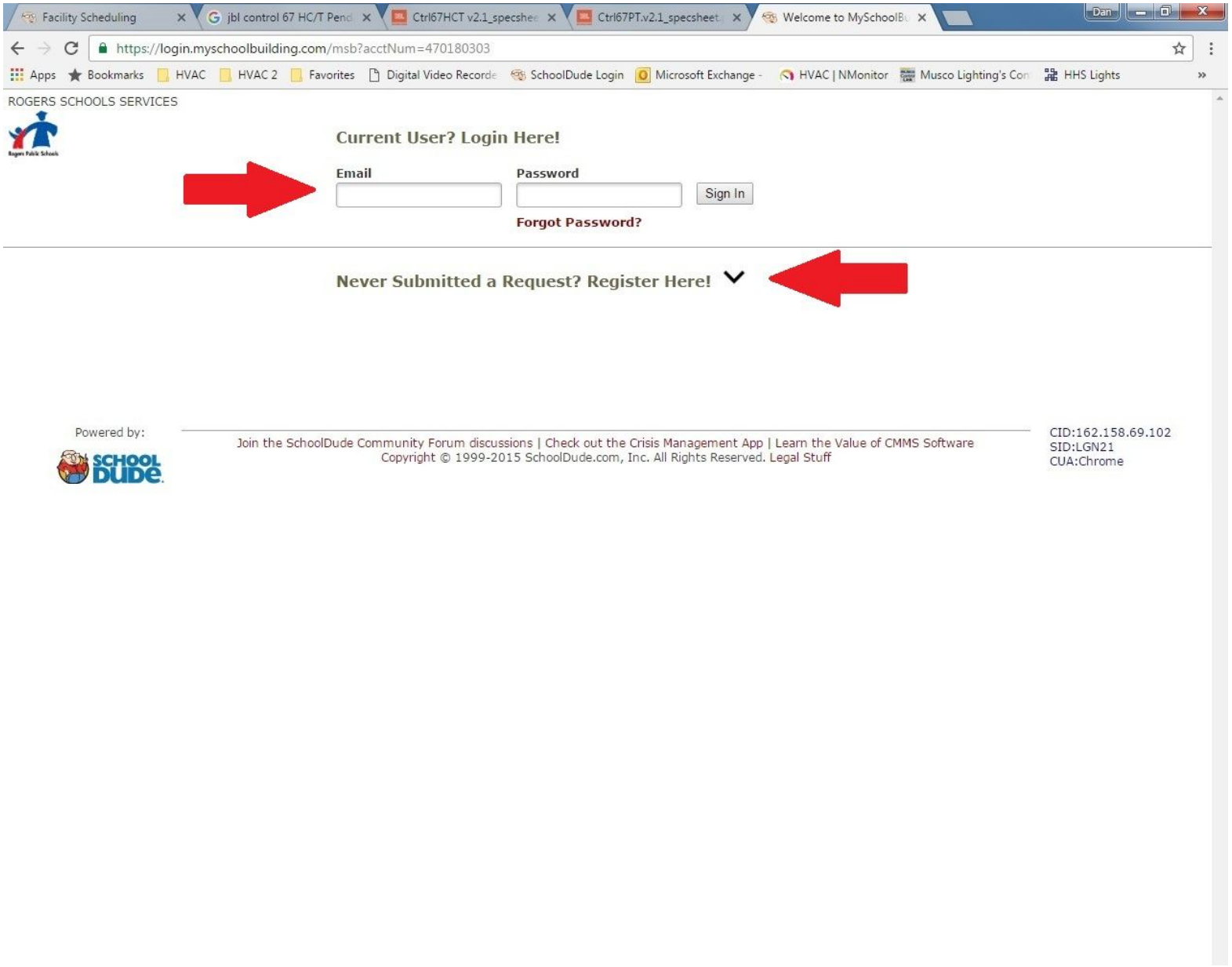


After reading through the policy, guidelines and fee table, you will find the link to submit your request. Click on the link to access the online request system.



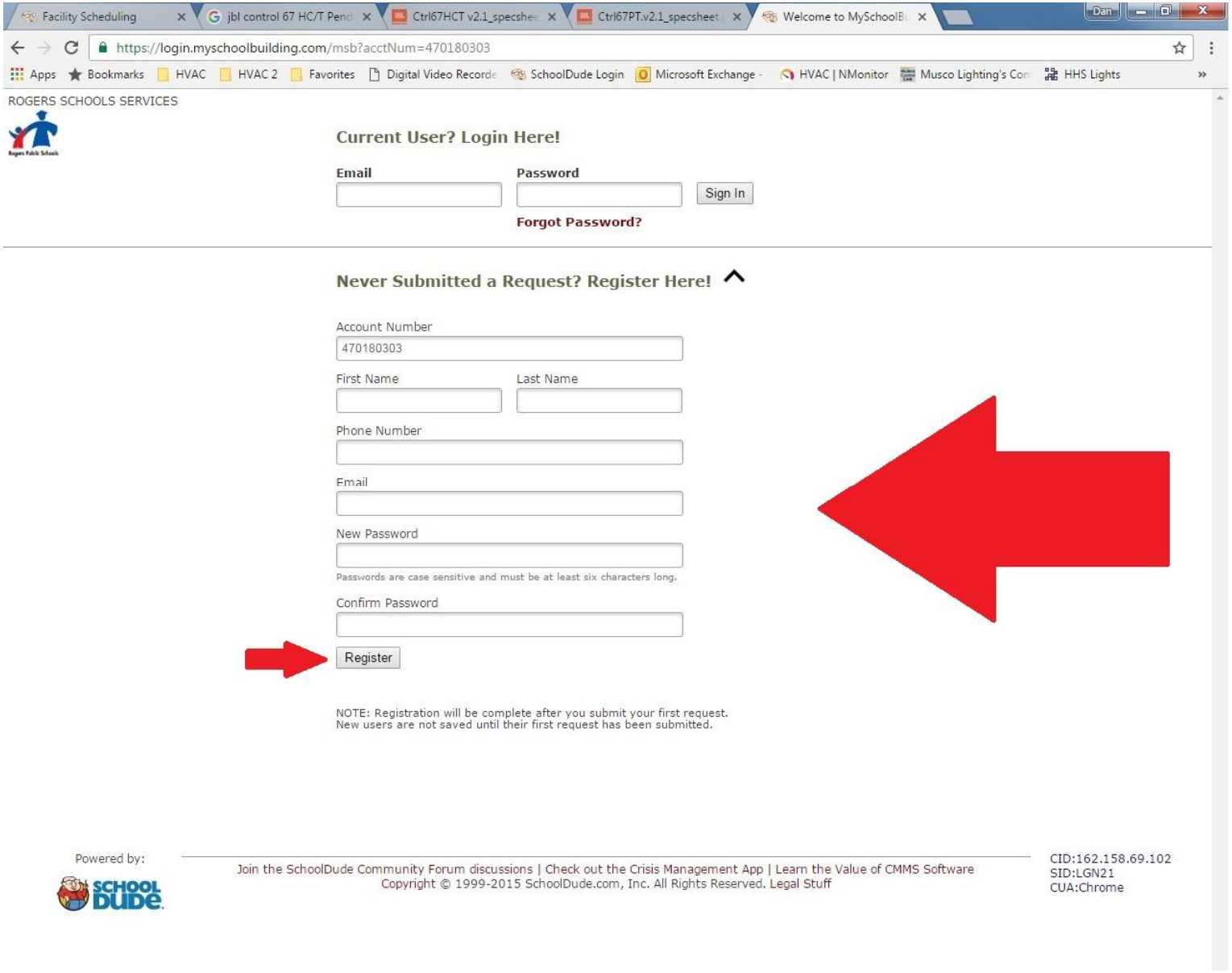
Step 1

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.



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 .**



Step 3

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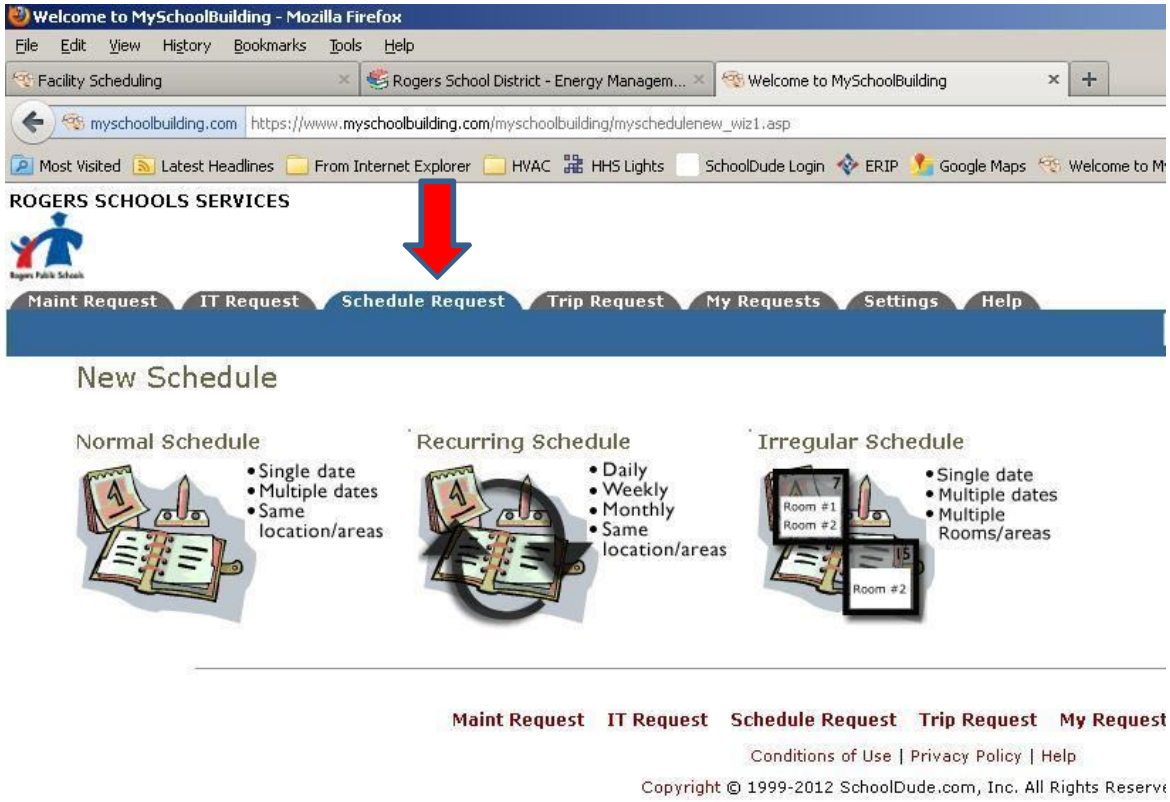
Step 4

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.



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.

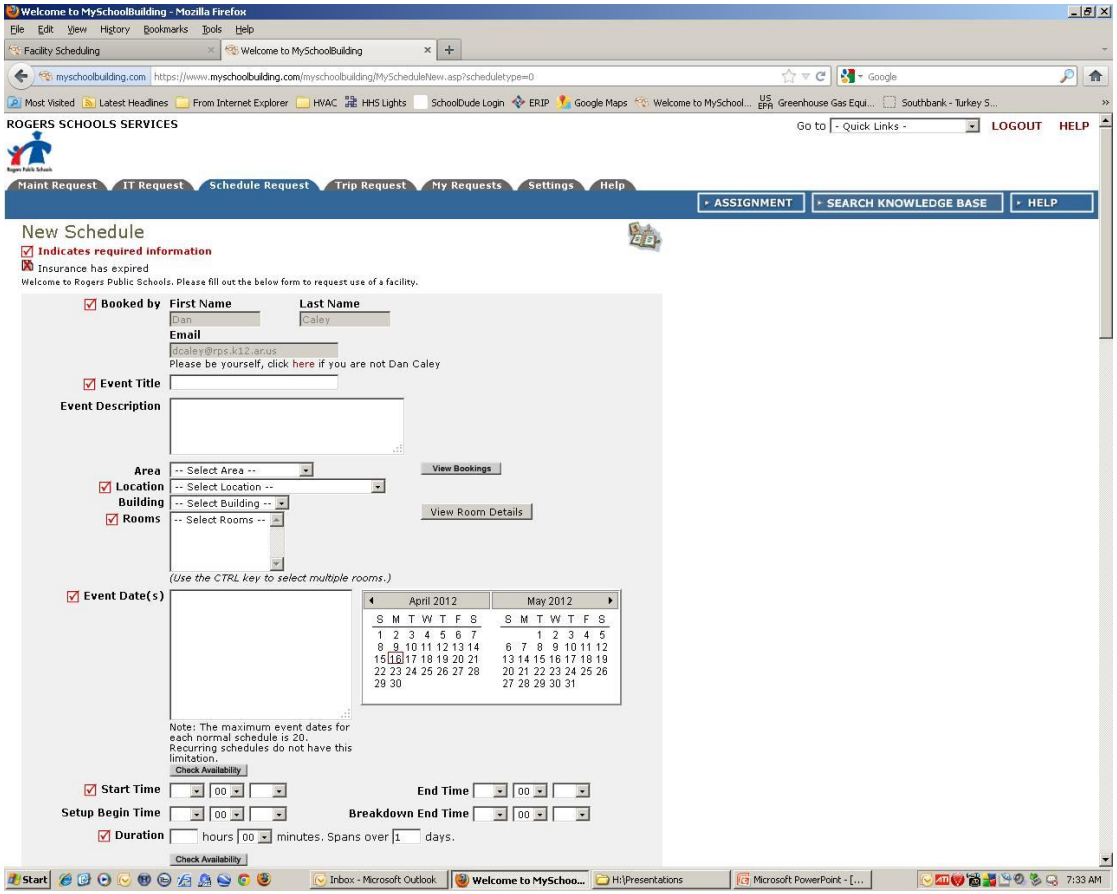
Rooms The list of available rooms will automatically fill in for the specific location you are requesting. If the room is not listed you will have to contact Dan Caley to see if it can be added. Note: if you intend for the kitchen staff to prepare food for a banquet please include the kitchen as one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



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.

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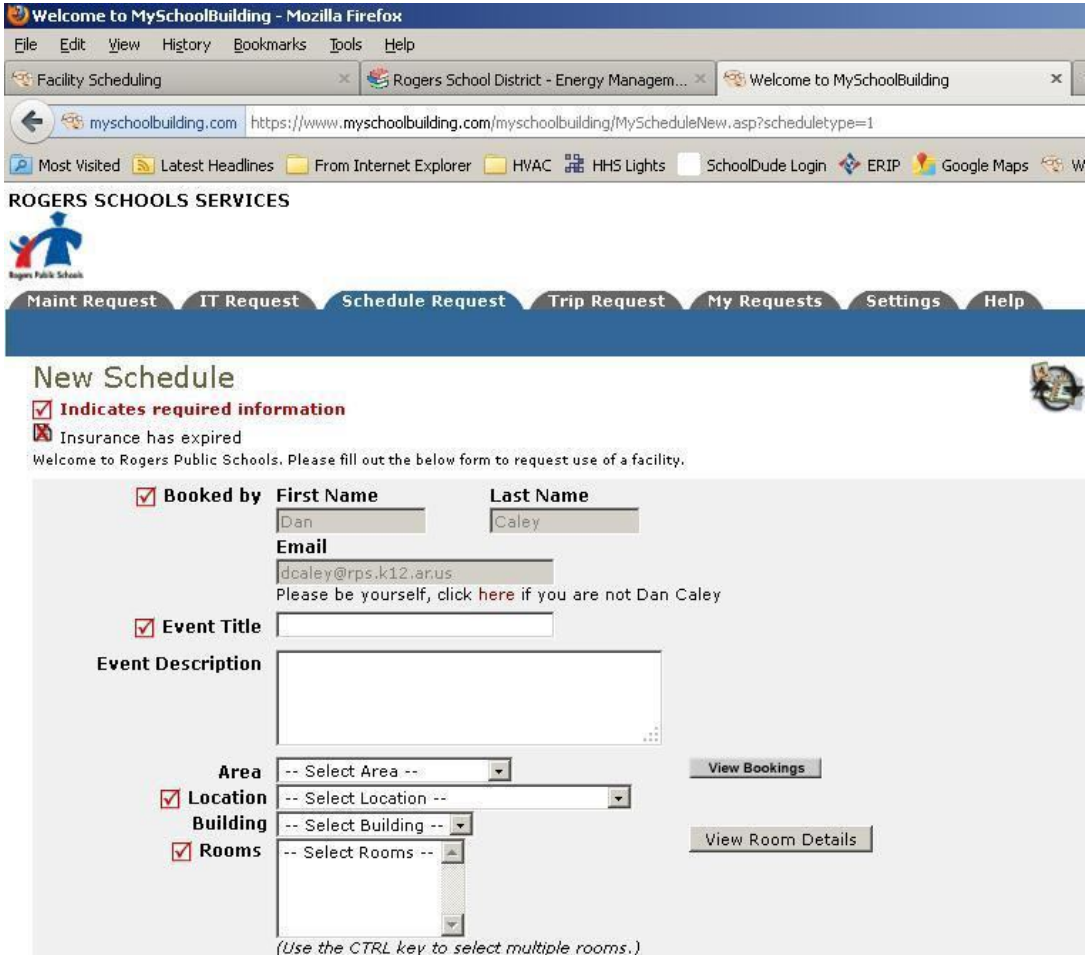

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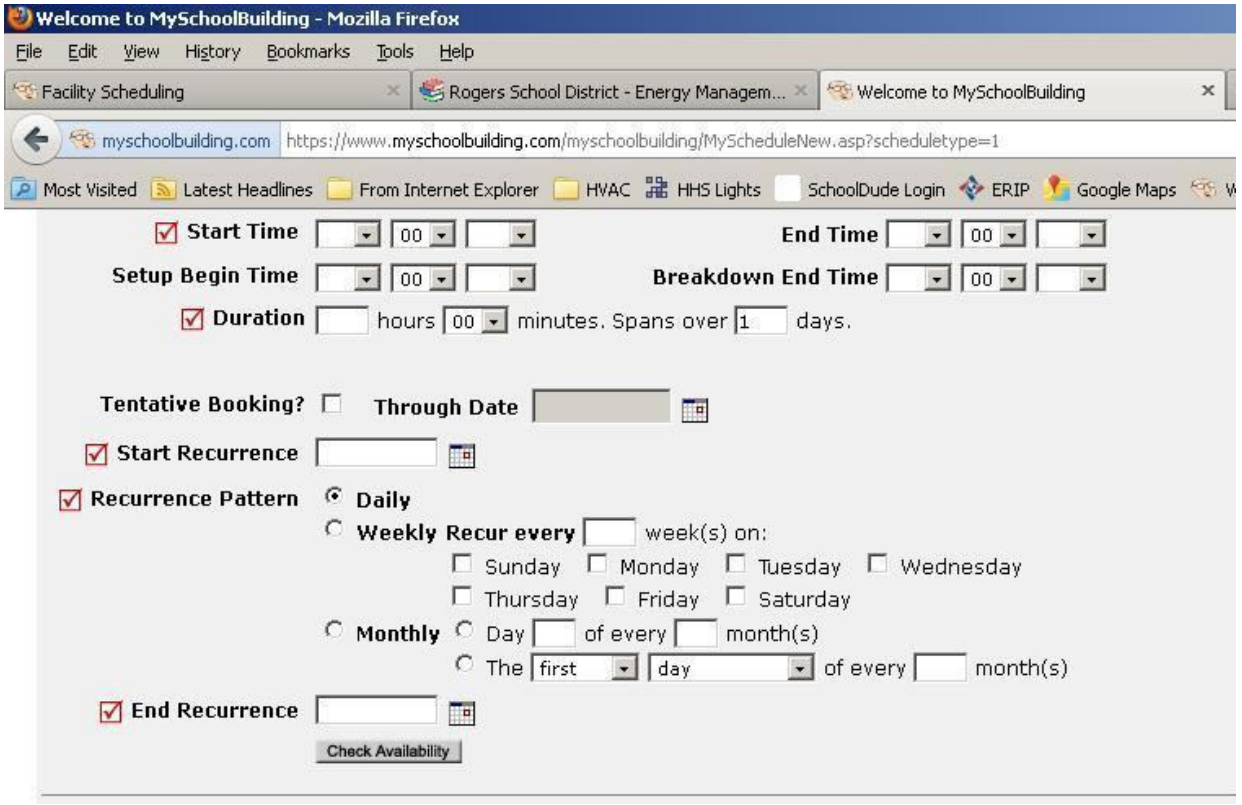
Duration this field will be automatically filled in and should not be changed.

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.**

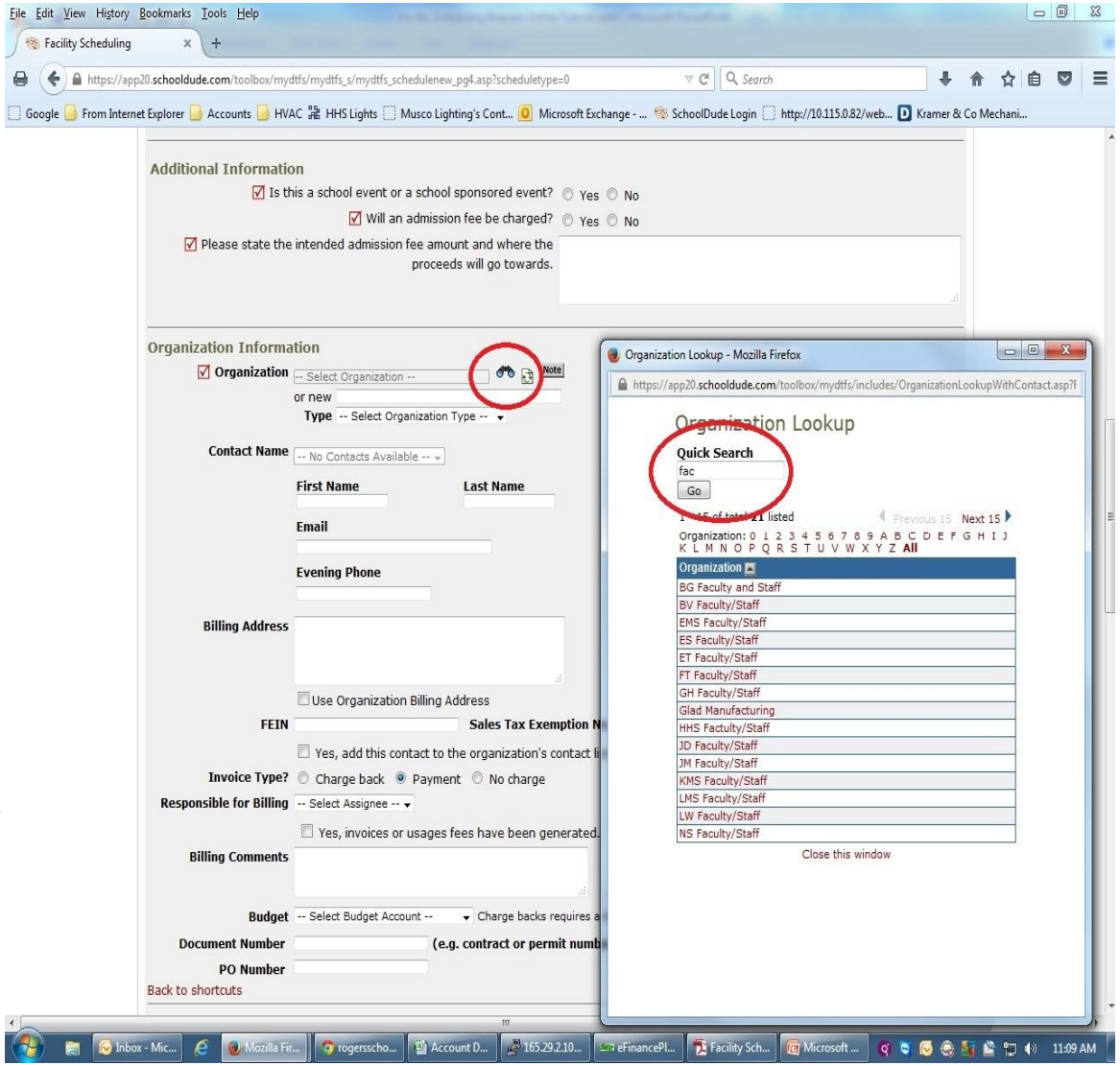
End Recurrence This will be the last date of the event or recurrence. You can either use the calendar to select the date or manually enter it with the format mm/dd/year.



Continue to Step 6 now.

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 to the right to require insurance on any event we deem necessary, school groups do not need insurance.

Continue to Step 8 now.

Step 7 – Irregular Schedule

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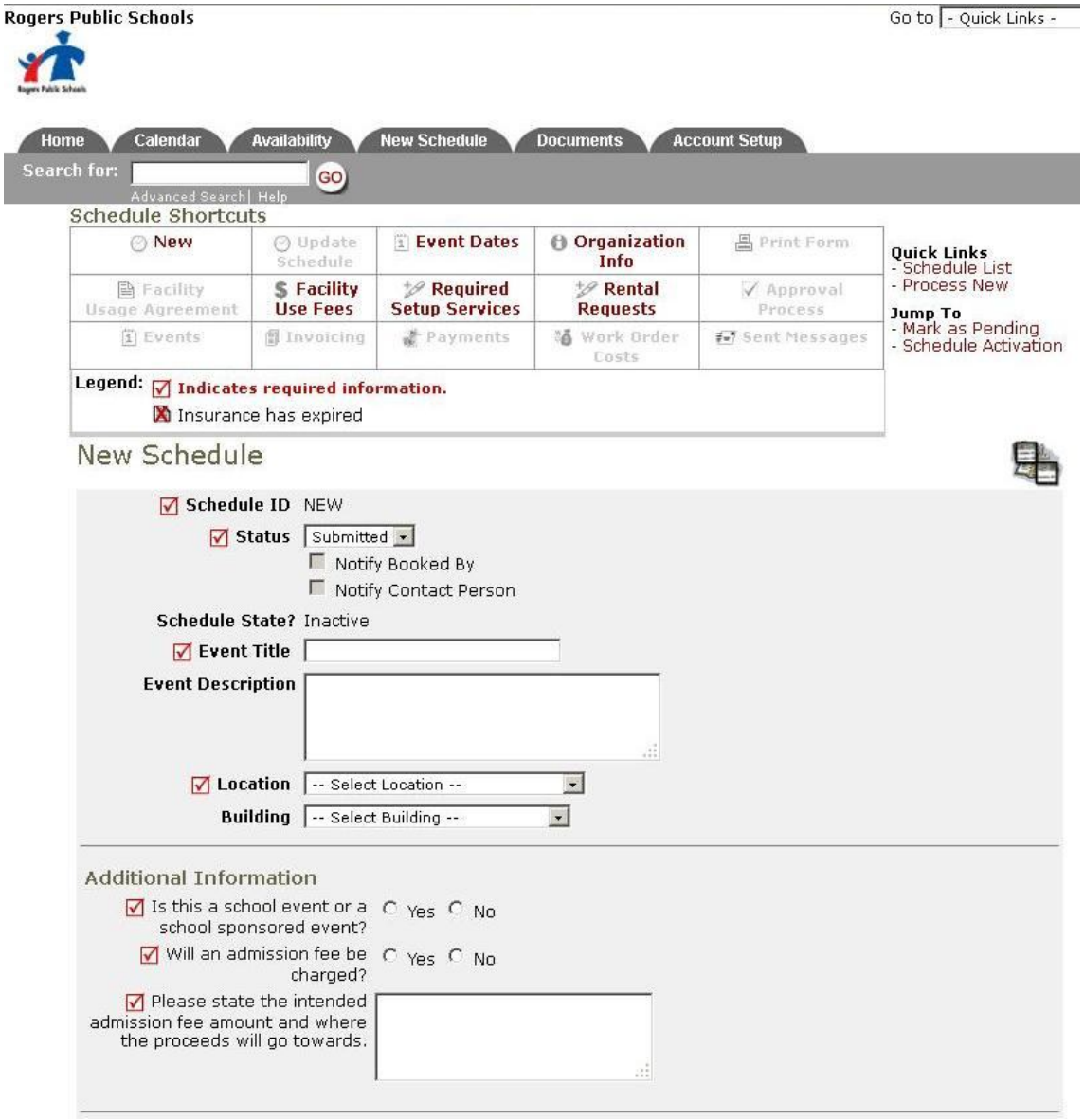

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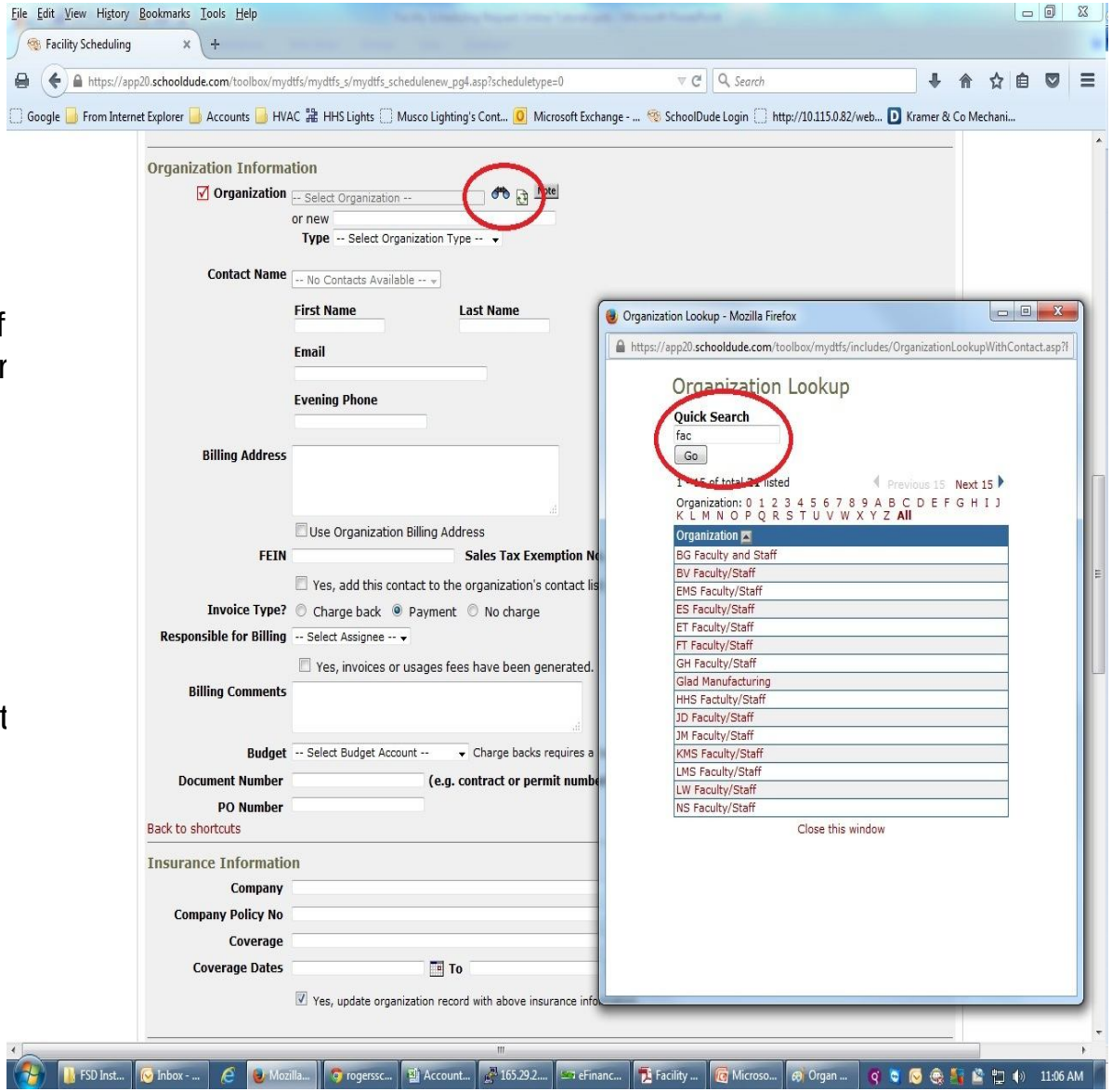

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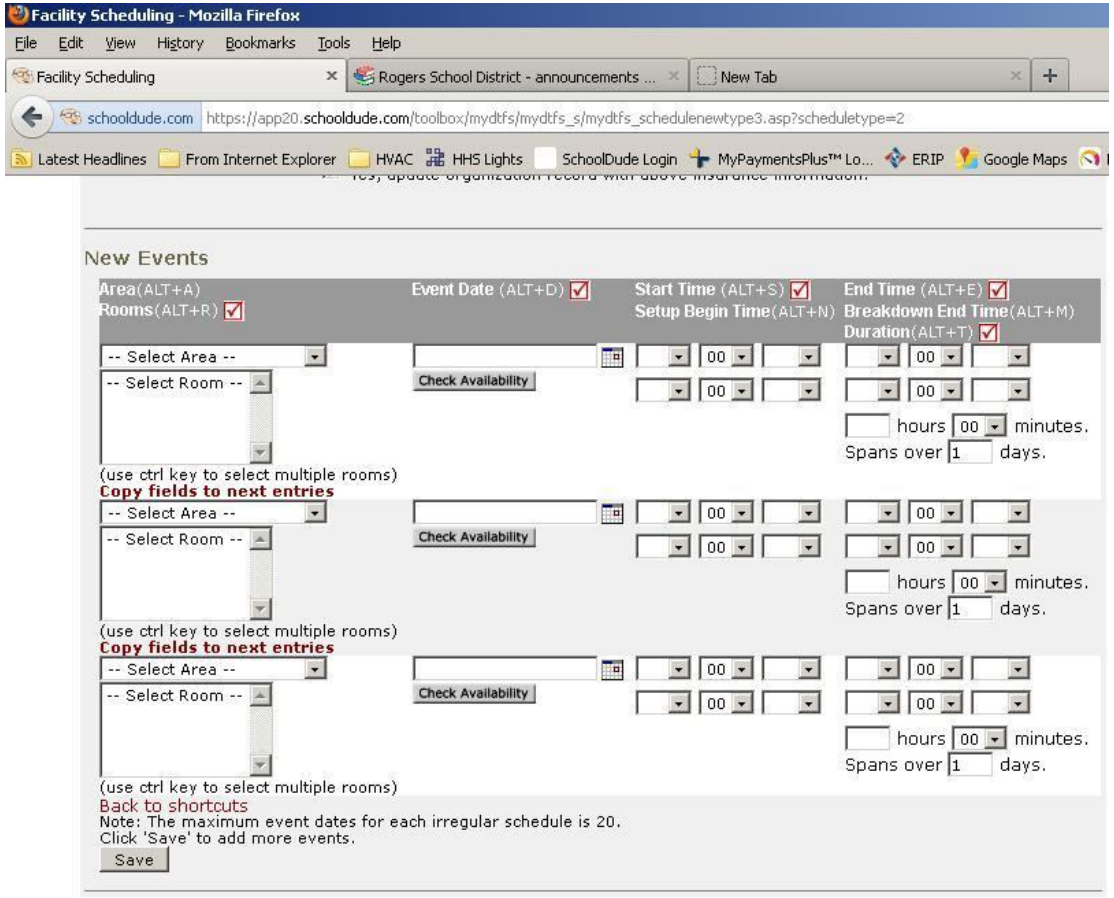
You can enter a maximum of 20 event dates for each irregular schedule, to add more you MUST click 'Save' then go back and add the other dates. You can add three (3) dates at a time.



Continue to Step 8 now.

Step 8

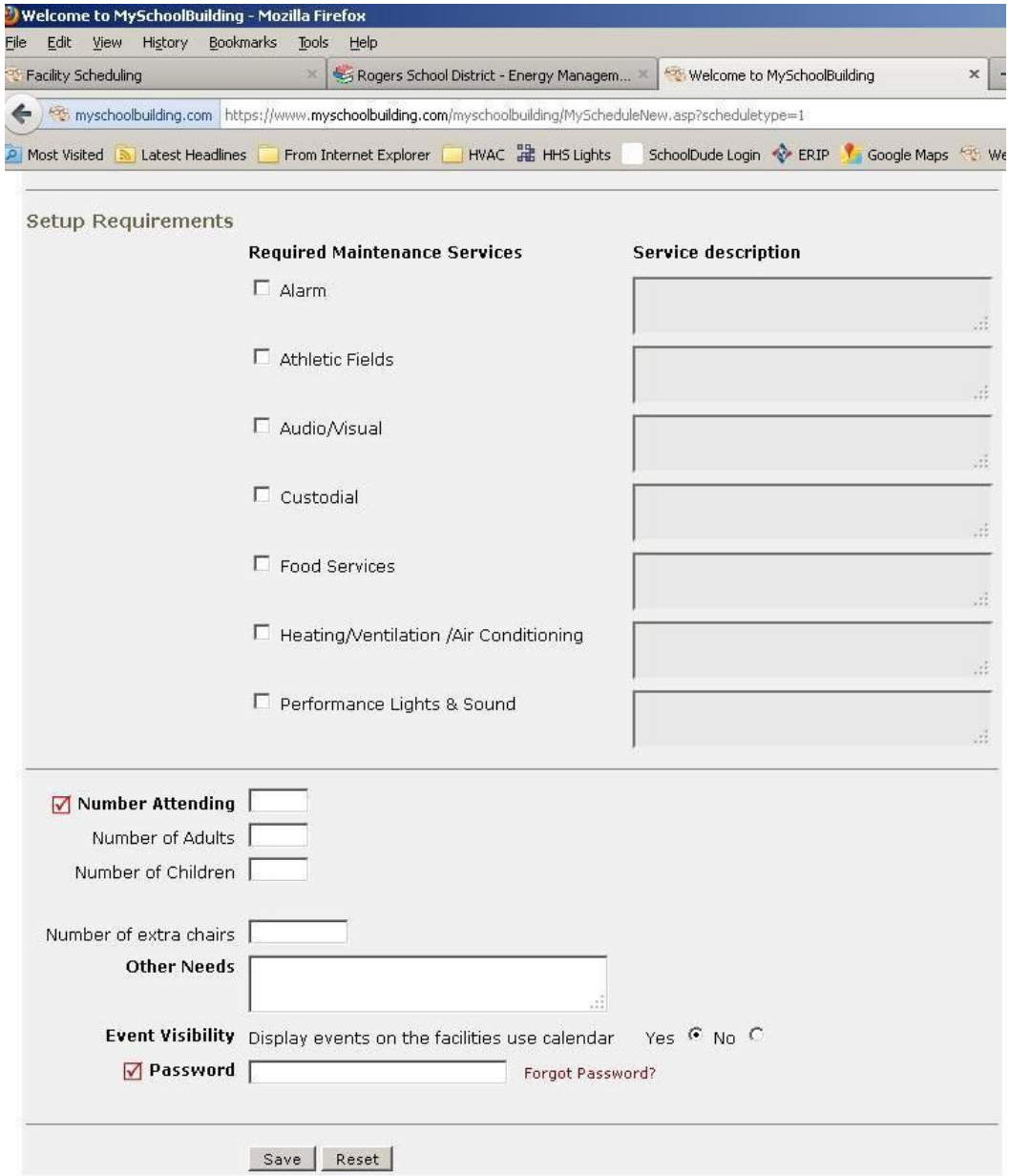
Setup Requirements These are selectable services. Choose the services that you feel you will need, after you check the box to the left of the service the description field will change color to white. You then HAVE to type a description of the service. It is not acceptable to check custodial and type 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.