

Facility Use How-to Guide

Updated Jan. 2024



All facility reservations are accepted through SchoolDude, an online facility scheduling service.

Direct link to SchoolDude:

<https://www.communityuse.com/SOA.NET/controllers/pagecontroller.aspx?productid=MC&pageid=Login>

- All users are required to have an online account before submitting a reservation.
- All users are required to agree to the terms and to read the Facility Use Board Policy & Fee Schedule. Every approved reservation also requires a Certificate of Liability Insurance.

More information about insurance requirements can be found at our website and in [Board Policy 1410](#).

Accessing SchoolDude and creating an account

1. You can access SchoolDude through our Facility Use page from **Our Services > Reserve district facilities** or from **Community > Facility Use**. Both links lead to the same page.



2. On the **Facility Use** page, click the link titled **Request your facility by clicking here**.

Requesting a facility

Download and read [Policy 1410 - Community Use of School Buildings, Equipment, Grounds](#) before you submit a facility request.

1. Read the [Facility Use How to Guide](#). This document contains very helpful information for *all* users.
2. [Request your facility by clicking here](#). Login link is located in the upper right-hand corner.

[CHECK THE FACILITIES RENTAL CALENDAR FOR AVAILABILITY](#)

- This is the **SchoolDude** home page. In the top right corner, click the link titled **Log in to Request Facility Use**.



- This is the **Login** screen. Returning visitors may enter their email address and password to continue. First-time visitors will need to click **Create One** to create an account. First read the terms and conditions and then click the checkbox to accept. Click **Agree and Register**.

- Create your account by filling in the required fields. These include first name, email address, phone number, address, a password, and password verification. Then click **Save & Next**.

- Enter your organization information. If you are adding yourself to an existing organization, please use the exact name to avoid duplicates. Use your organization's contact information. Leave organization type blank. This will be assigned once approved. Click **Add Organization**, then click **Save & Next**.

Request Your Organization
⌵ ⌵

Organization Name |

Organization Type | ---Select Organization Type-- ▾

Organization Address |

Use Your Contact Address as Organization Address

Add Organization

Requested Organization List
⌵ ⌵

1 - 1 of total 1 listed Items Per Page: 25 | 50 | 75 | 100

⏪ Previous 10 Next 10 ⏩

	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Pending	Tutorials 101		12309 22nd St NE Lake Stevens, WA 98258

⏪ Previous 10 Next 10 ⏩

Items Per Page: 25 | 50 | 75 | 100

Previous Save & Next Cancel

- Review your organization information for accuracy. Then click **Submit Requests**. Congratulations! Your new user request has been submitted. Once approved, you will receive an email.

Confirmation
⌵ ⌵

Please review your information below.

Click the 'Submit Requests' button to submit your requests for approval.

Name Steven Lakes

Email Address steven_lakes@lkstevens.wednet.edu

Phone Number (425) 335-1500

Cell Phone

Your Address 12309 22nd St NE
Lake Stevens, WA 98258

1 - 1 of total 1 listed
Items Per Page: 25 | 50 | 75 | 100

⏪ Previous 10 Next 10 ⏩

Organization Status	Organization Name	Organization Type	Address
Pending	Tutorials 101		12309 22nd St NE Lake Stevens, WA 98258

⏪ Previous 10 Next 10 ⏩

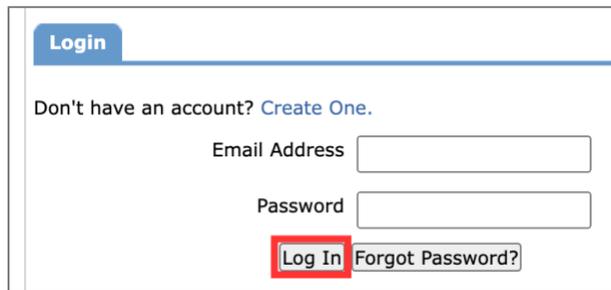
Items Per Page: 25 | 50 | 75 | 100

Previous Submit Requests Cancel

Logging in and submitting a reservation

Once you have received your user approval email, you are ready to submit requests for reservations.

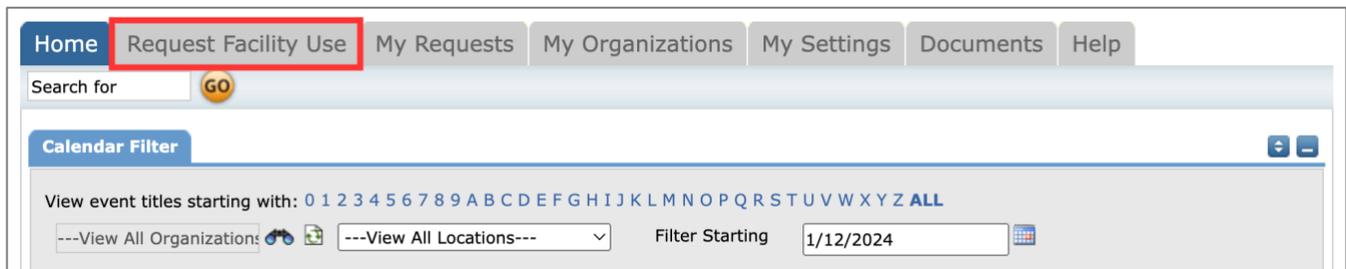
1. Visit the SchoolDude login page. Enter your email address and password, then click **Log In**.



The screenshot shows a login form with the following elements:

- A blue header with the word "Login".
- A link: "Don't have an account? [Create One.](#)"
- An "Email Address" input field.
- A "Password" input field.
- A "Log In" button, which is highlighted with a red box.
- A "Forgot Password?" link.

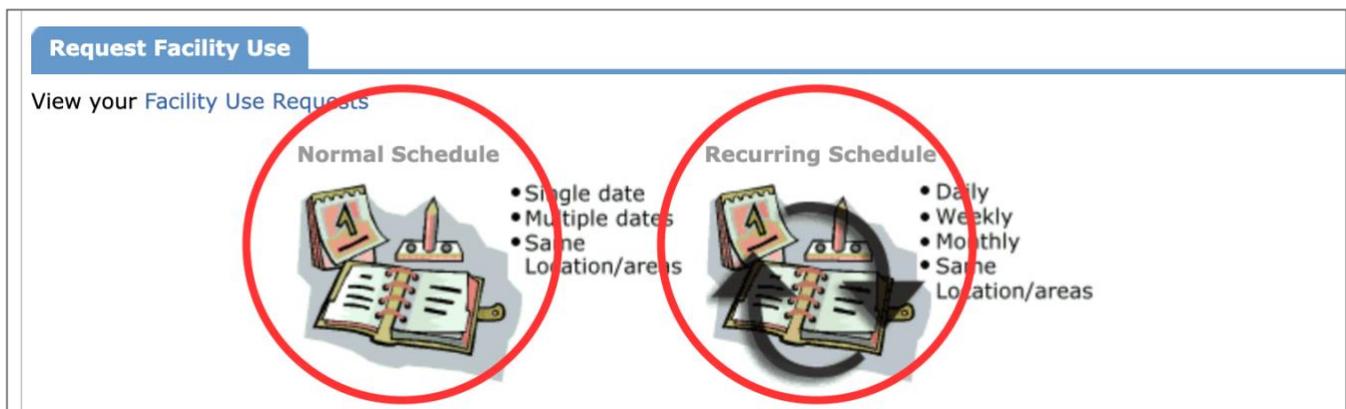
2. In the tab menu, click **Request Facility Use** to begin a new reservation. You can also view the calendar by location and your organization information. The calendar is a great place to check availability before submitting a reservation.



The screenshot shows the top navigation menu with the following tabs: Home, Request Facility Use (highlighted with a red box), My Requests, My Organizations, My Settings, Documents, and Help. Below the menu is a search bar with a "GO" button. Underneath is a "Calendar Filter" section with a dropdown menu for "View event titles starting with:" (options: 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) and a "Filter Starting" date field set to "1/12/2024".

3. Select **Normal Schedule** or **Recurring Schedule**.

- Normal schedule is multiple dates using the same time and same location (up to 20).
- Recurring schedule is the same days of the (weekly or monthly) using the same time and same location.



The screenshot shows the "Request Facility Use" page with the following content:

- A blue header with the text "Request Facility Use".
- A sub-header: "View your Facility Use Requests".
- Two options, each with an icon of a calendar and a pencil, and a list of characteristics:

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

If you select Normal Schedule...

1. Give your event a proper title. Select your building, then rooms within that building. If you are using a keyboard and mouse, you may select multiple rooms within a building by holding the CTRL key while selecting rooms.
2. Select your dates. Multiple dates can be selected (up to 20) if you are using the same location and times. Click on the correct dates within the calendar to add to reservation. Enter the start and end time, paying close attention to **a.m.** and **p.m.**
3. Once all dates and times are selected, click **Search** near the bottom.

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)

January 2024							February 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29		

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

Start Time

End Time

If you select Recurring Schedule...

1. Give your event a proper title. Select your building, then rooms within that building. If you are using a keyboard and mouse, you may select multiple rooms within a building by holding the CTRL key while selecting rooms. Select the start and end time paying close attention to **a.m.** and **p.m.**
2. You will then select the start day of your event by clicking the **calendar icon** and selecting the start dates. Then you will select the **Recurrence Pattern**. The daily option should not be used. You can select weekly or monthly options. If you select weekly, you will need to select how often this event should happen. For example, if your event is every week, you will enter "1", every two weeks you will enter "2," and for every three weeks you will enter "3." Anything more than every three weeks should use the monthly option.

NEW Facility Use Request

1 Search 2 Availability 3 Event Details 4 Confirmation

First Name Steven Last Name Lakes

Event Title

Event Description

Location

Rooms (Building)

(Use the CTRL key to select multiple rooms.)

Start Time

End Time

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 day of every month(s)

End Recurrence

Note: The maximum event dates for this schedule is 100.

3. Once your weekly recurrence is selected, you need to select the days of the week. If your event is monthly, click **Monthly** and select what day of the month (1-31). Then enter how often you want to meet (1-12). For example, your event if your event is the 5th of the month every three months, you will enter 5 (for 5th of the month) of every 3 months. If your event is first Tuesday of every month, you will use the second monthly option. For example, select "first" from the drop down box and "Tuesday" and "1" for the every-month option.
4. Lastly, you will select the last day of the recurrence by clicking the correct date within the calendar. You are limited to 100 dates with this option. You may need to enter multiple reservations, keeping track of your start and end dates. Once all information is entered, click **Search**.

Availability: Searching for conflicts

This step is to verify that there are no conflicts. If there are **conflicts**, you will need to adjust your reservation accordingly. Alternatively, you may ignore the conflicts and communicate with the facility coordinator to work through them. Click **Next**.

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

Location: ESC
Rooms Selected:
 Parking Lot

Date range: 1/28/2024 to 1/28/2024
Selected time: 2:00 PM to 3:00 PM
Half Hourly Increment

<< Room Availability >>
Sun 01/28

08:00 AM	
08:30 AM	
09:00 AM	
09:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
01:00 PM	
01:30 PM	
02:00 PM	
02:30 PM	
03:00 PM	
03:30 PM	
04:00 PM	
04:30 PM	
05:00 PM	
05:30 PM	

Previous **Next**

Event Details

Select your organization and contact from the drop-down box. The box will be populated with all organizations you are registered to reserve for.

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

Organization Information

Organization | Tutorials 101

Contact | Steven Lakes

Insurance expires on:

Setup Requirements

1. If you require special assistance during your rental, please check the appropriate box and add a description in the coordinating dialogue box.

Please note: If you are reserving a kitchen within the district, you are required to fill out the [Kitchen Use Form \(PDF\)](#). Your reservation will not be approved without it.

Setup Requirements	
Required Maintenance Services	Service Description
<input type="checkbox"/> Athletic Fields	<input type="text"/>
<input type="checkbox"/> Climate Control	<input type="text"/>
<input type="checkbox"/> Concession Stand	<input type="text"/>

2. We do not provide laptops. If audio/visual, projector or PA system is requested the organization is responsible for providing their own laptop. Not all buildings/rooms are equipped to accommodate such requests. If your event requires Wi-Fi access, please indicate on this page.

Rental Requests		
Charge Type	Quantity	Rental description
<input type="checkbox"/> WiFi Access	0	<input type="text"/>

3. Indicate the anticipated number attending your event. Indicate other needs if applicable. Sign, confirm and click **Save**.

Event Information	
Below, please enter a number for:	
Total Attending	<input type="text"/>
Adults Attending	<input type="text"/>
Children Attending	<input type="text"/>
Extra Chairs Required	<input type="text"/>
Parking Spaces Required	<input type="text"/>
Yes, please display events on the community calendar <input checked="" type="checkbox"/>	
Other Needs	<input type="text"/>

Signature <input type="text"/>	<small>(please enter your email address)</small>
<input type="checkbox"/> I confirm that I have previously read and agree with the terms and conditions of facilities use	
<input type="button" value="Previous"/>	<input type="button" value="Save"/>

4. The final screen will show your event details and confirm that your reservation has been submitted. You will receive a **confirmation email** for all approvals and denials.

Confirmation	
	The following request has been submitted.
Please contact Kim Askevold if you have any questions about your request.	
Schedule ID	31722
Event Title	Board Game Night
Location	ESC
Rooms (Buildings)	Parking Lot
Event Dates	1/28/2024
Start Time	2:00 PM
End Time	3:00 PM
Name	Steven Lakes
Phone Number	(425) 335-1500
Email	steven_lakes@lkstevens.wednet.edu
 Print This!	