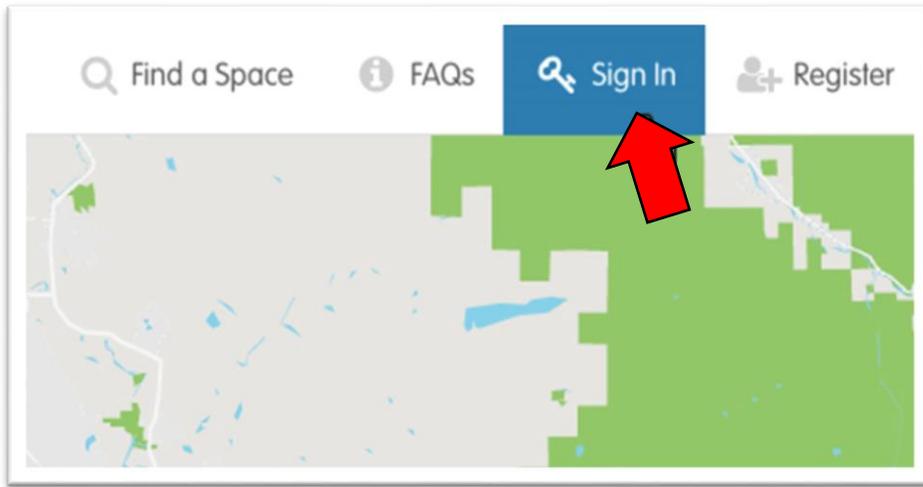
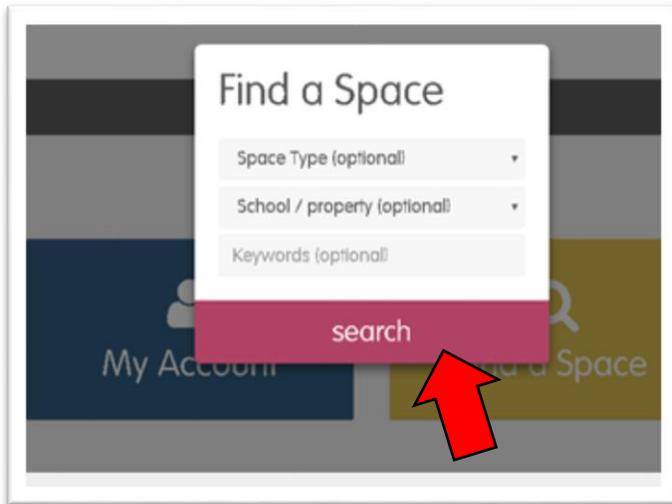


How to Submit a Dallas ISD Facility Rental Request

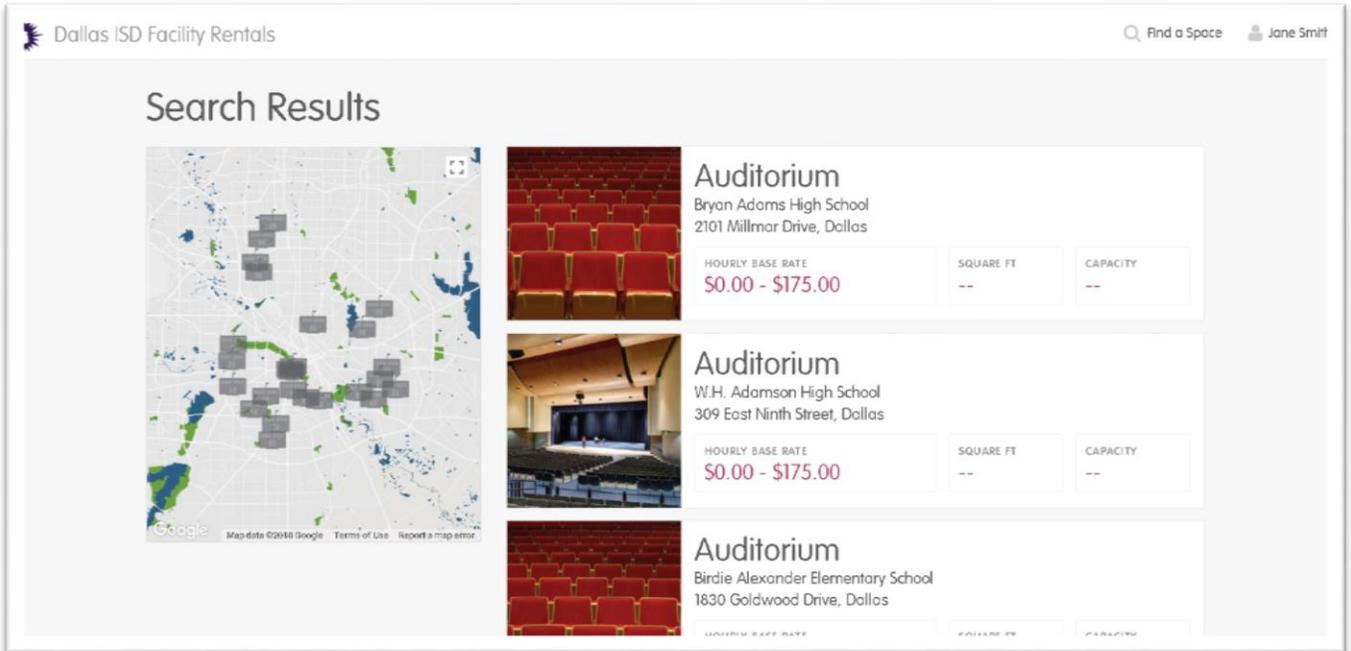
1. Visit the Dallas ISD facility rental website at <https://www.dallasisd.org/rentals>
2. In the upper right-hand click “Register” to set-up an account, or “Sign In” to access your account.



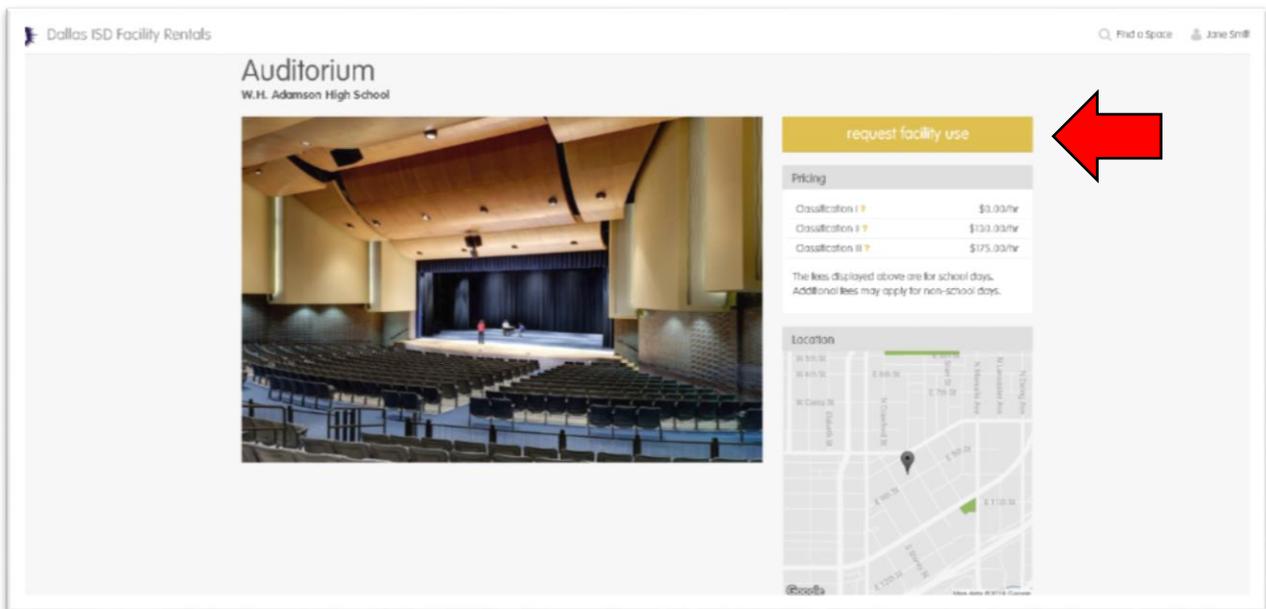
3. Once signed in, click “Find a Space” to search for the facility you would like to rent. You can search by *Space Type*, a *Specific School / Property* or by using *keywords*.



4. Below is an example of a search for an auditorium by *Space Type*.



5. Once you have found the facility you want to rent, click “request facility use”



6. If this is your first time submitting an application, click the  icon on the bottom right hand corner for a quick tour of the Application page.

7. Below is an example of the Application page. The areas highlighted in red must be completed. Please be sure to save your changes.

Community Meeting

TEST A07LD 03/19/2018 1 EVENT DATES NEW TAG...

Summary Application Messages Insurance Documents Approval Tasks Pricing Activity

Application

LAST SAVED: 03/20/2018 07:20PM

Community Meeting Classification I

EVENT TITLE RATE GROUP

Community Group 123 John Smith (972) 404-6954

RESPONSIBLE PARTY (ORGANIZATION OR INDIVIDUAL) PRIMARY CONTACT PHONE NUMBER

We are requesting use of the auditorium for a meeting to discuss traffic issues in our neighborhood.

DESCRIPTION

Facilities and Dates [+ add date\(s\)](#) [+ add another facility](#)

Application Tips

- If this is your first time submitting a rental request through this system, click on [start page tour](#) down below for a helpful walk-through.
- You cannot request a date if it is **fewer than 15 days away!** (It takes time to process applications.)
- You can request the use of multiple

The following event dates have **not yet been submitted** for consideration. You may submit them when ready by clicking on the checkboxes and then the "submit selected events" button.

SPACE/PROPERTY	START ?	END ?	PEOPLE ?	OPTIONS ?
002 Auditorium / Adams, Bryan High	Mon 03-19-2018 4:00pm	Mon 03-19-2018 4:00pm	75	options

[save all changes](#) [remove selected events](#) [submit selected events](#)

Conflicts and Adjustments

If any of the selected facilities are unavailable during the dates/times requested, may adjustments be made to your application?

Yes. The district may... substitute facilities ? adjust times ?

Maybe. Please contact me with adjustment options. ?

No. Please do not make any adjustments.

Privacy

If this application is approved and confirmed, may the "Event Name" and "Responsible Party" be included in the public facility calendar?

Public. This information may be included in the public calendar.

Private. This information should be kept private.

8. After inputting your requested dates, you must answer the following questions. A “yes” response will require a short explanation.

Additional Information

Food* Do you anticipate serving/catering food at your event/activity? If “yes” please explain who will provide the food and if the food is part of a federally funded meals program.

Non-Profit Status* Is your organization a registered 501(c)3? If “yes”, please upload a copy of your non-profit certification by using the “Documents” tab in the application. N/A YES NO

Revenue* Will your event/activity generate any type of revenue (e.g., admission/participation fees, donations, merchandise sales)? If “yes”, please explain.

Advertising* Will there be any advertising or promotions for your event/activity? If “yes”, please explain how and where.

Sponsorships* Is your event/activity being sponsored or co-sponsored by another entity/organization? If “yes”, please provide the name of the entity and their sponsorship role.

9. Once you have saved your changes, “check” the boxes to the right of the request dates, or click the box in green to “check” all the dates at once.

PEOPLE ? OPTIONS ?

03-19-2018 7:00pm 75 options

save all changes remove selected events

10. Once you have checked off your requested dates, submit your application by clicking “submit application”.

save changes submit application

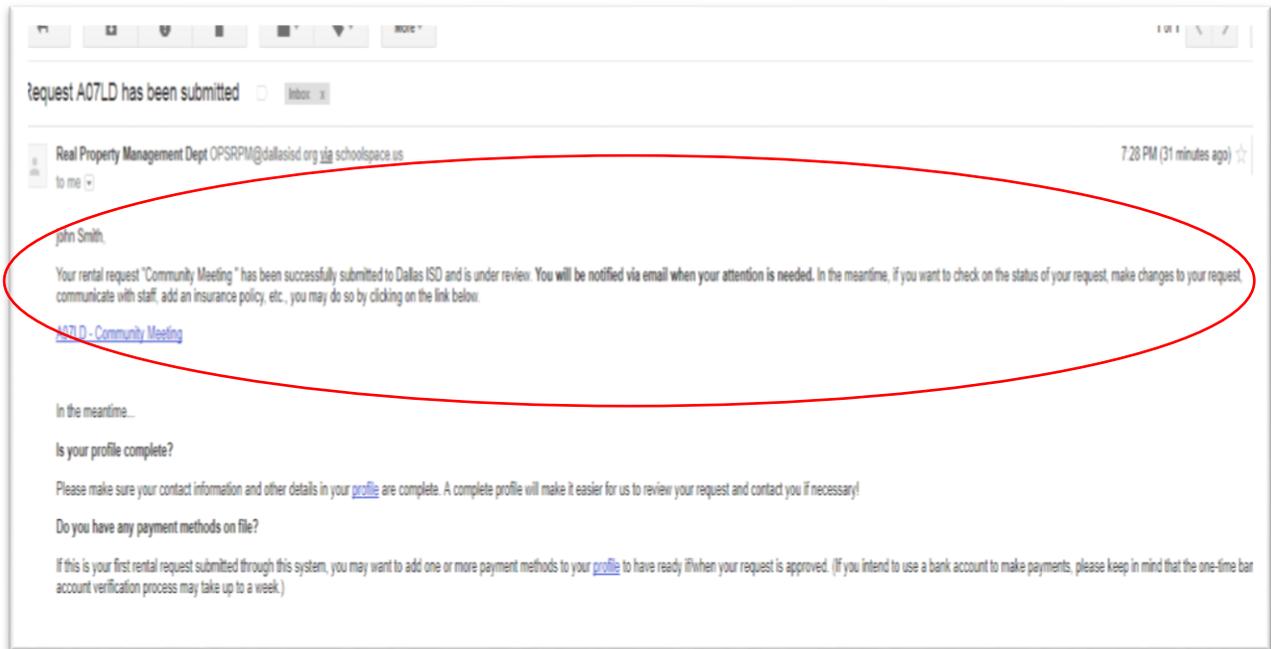


11. After submitting your Application you will receive an "Application Submitted" confirmation at the bottom of your application.

Revenue* Will your event/activity generate any type of revenue (e.g., admission/participation fees, donations, merchandise sales)? If "yes", please explain.	No
Advertising* Will there be any advertising or promotions for your event/activity? If "yes", please explain how and where.	No
Sponsorships* Is your event/activity being sponsored or co-sponsored by another entity/organization? If "yes", please provide the name of the entity and their sponsorship role.	No

 **Application Submitted**
SUBMITTED BY JOHN SMITH ON 02/26/2018 AT 07:26PM

12. You will also receive an email confirmation of your application.



13. Congratulations! You have successfully submitted your rental request application.