

Date: June 20, 2025

To: Building Use User

Subject: New Online Facility Use System Launching Fall 2025

Lake Washington School District is excited to share that we will be launching a new online facility request and rental system in partnership with Facilitron in the Fall. This user-friendly platform will enhance customer service by providing a single, user-friendly system for submitting facility use requests, streamline the reservation process, reduce the reliance on paper forms and enable online payments.

With the new system, renters will be able to:

- Submit facility use requests anytime, from any device
- View real-time availability of spaces
- Access facility photos and descriptions
- Receive estimated cost quotes
- Upload required documents such as insurance certificates and nonprofit verification
- Make payments online using major credit cards, checks, ACH/eCheck, or PayPal

All requests will be managed through the online Facilitron platform with each school and the district having a customized site. While the platform will handle the submission and processing of requests, all approvals will continue to follow Lake Washington School District's policies and procedures. See the district [building use website](#) for more information. Final decisions on facility use remain with district administrative staff.

We anticipate the new system will go live in September 2025. Once launched, all facility use requests will be submitted through the online Facilitron platform. If you have an existing reservation with the district, an account will be created for you, and you will receive an automated email with instructions to set your password and access your account. If you need to request facility use between now and fall, please continue to contact the specific school or building directly, following the current process.

Please note: As a reminder, rental fees and labor rates are reviewed and increased annually in September. Please plan accordingly.

We appreciate your partnership as we transition to this improved system and look forward to providing a more efficient and transparent facility use experience.

Sincerely,

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