

All Facility rentals requests must be submitted through our district online Facility Scheduler, at <https://fs-usd232.rschoolday.com>. If you are already a requester please use the same account you have in the past, not a bad idea to login before the first sign-up just to make sure all is good. To become a requester please go to the link above and click on become a requester. Payment is expected within a week of approval of the request so we ask that you sign up only when you are sure of when a time slot will work for your team.

Requests will be processed in the order they are received as shown by the date and time stamp on your submitted request starting @ 6am. Any request submitted before 6am (5:59am) will be denied.

Sign-up guidelines:

- Two reservations permitted per team (One reservation is one 90 minute practice a week for whole session, same time slot, same building once a week, do not pick other buildings for the weeks the building you are choosing is not available due to district events. Please only submit requests for the fields/gyms you are definitely going to use not backup requests, once you submit a request that removes it for the next person).
 - If your request goes through then there is a pretty good chance you got that gym/field, night, time slot, unless you entered a wrong time slot or picked various time slots at various buildings not just one.
 - Please review building time slots on the attached spreadsheet for fields/gyms,
 - Elementary Gyms: 6-7:30pm & 7:30-9pm M-F / Fields 5-6:30pm & 6:30-8pm
 - Middle School Gyms: 6:30-8pm & 8-9:30pm
 - High School Gyms are not available.
- your request will not be excepted if you enter a wrong time slot. If your requested buildings are red please check your time slot selection. An "X" represents the time slots for Monday – Friday at each building.
- Requests will not be accepted prior to 6:00 AM on the day of sign-ups. Any request submitted prior to 6:00a (5:59am) will be denied.
 - Please do not have more than one person submitting requests for your team.
 - You will receive an email confirmation that your request has been received. After the facilities department processes your request you will receive an approval & an emailed agreement showing your requested dates & times along with an invoice.
 - A team roster will be required for each gym reservation, which needs to list the child's name, home address and school of attendance. The rosters must be received two weeks prior to the start of the session. A blank roster form is available on the district website.

The cost of the reservation may not be set up when you place your reservation. The gym cost is \$200 each, fall, winter and spring session, if at least 75% of your team resides within the USD 232 school district boundaries and the dirt field cost is \$50 for each session. We will fix the Total Amount if it's not correct.

Online payment can be made through eFunds link at <https://payments.efundsforschools.com/v3/districts/55335/add-to-cart/3gPyV4JnbpwL%7C98MdQnXbf3Q%7Cgeneral-item>. There is a convenience fee if you choose to pay with eFunds - \$1.25 for electronic check payment from your bank account, \$2.85 for a credit or debit card transaction. Mail checks to USD #232, Attn: Michele Evans, 35200 W. 91st St., De Soto, KS 66226 or drop off at the District Service Center at 8355 Peoria St., De Soto.

- Fees for teams comprised of a minimum of 75% of students living within the boundaries of USD 232:
 - **Gym – reservation sign-up fee - \$200.00 – 90 minutes – once a week/entire session**
 - **Field – reservation sign-up fee - \$50.00 – 90 minutes – once a week/entire session**
 - **Scouts – one-time annual fee - \$50.00 – 60 minute meeting once a month**

Scouts & MVJCA Building Time Slots:

Belmont-Clear Creek-Horizon-Mize-Prairie Ridge-Starside-MTMS-MCMS:

*Cafeteria: 6pm-7pm 7pm-8pm 8pm-9pm

Riverview:

*Cafeteria: 6pm-7pm 7pm-8pm 8p-9pm

*East Activity Area: 4pm-5pm 5pm-6pm 6pm-7pm 7pm-8pm

We ask for your continued courtesy in the following areas for the upcoming school year:

- ◆ Contact the school if your team/group is not coming on its assigned night
 - ◆ Allow custodians time to clean up gyms after middle school games before teams take the gym floors
 - ◆ Be considerate of the custodians and staff members
 - ◆ Leave the reserved area as you found it
 - ◆ Do not show up more than 10 minutes early to allow groups time to complete their activity
 - ◆ Do not continue your practice beyond your reserved time, reservations are for 90 minutes for fields and gyms, 60 minutes for scout troops, you will be charged
 - ◆ Stay in reserved areas only
 - ◆ Carry your Rental Permit with you at all times
 - ◆ Baseball/softball bats, regular (leather) baseballs, softballs, soccer balls, footballs are **prohibited**
- In gyms

MIDDLE SCHOOL GAME NIGHTS

*Any nights there are school games in the Middle School gyms during the entire school year, the 6:30pm practices will have a late start of 7pm to allow Custodians time to clean up. Please see Facilities Scheduler Calendar to identify these dates for the 2025-2026 school year, dates may change at any time.

School activities and events take priority over community use.

If you have any questions, please do not hesitate to call Michele Evans at 913-667-6220 or email at mevans@usd232.org.

Thank You,

Michele Evans