Operation HERO Events

Facility Use Request Manual (Internal/School Staff)

Helpful Notes Before You Get Started

- Please submit requests for any event taking place in a different district building or if occurring after school hours of operation.
  - All events must be submitted, even if they are already listed on the district calendar. This ensures that equipment and service needs are communicated so staff can properly accommodate the event.
  - School hours of operation with students are 6 AM–5:30 PM. After hours are 5:30 PM-9 PM
  - Examples include music rehearsals and programs, play days, or personal events.
- All requests should be submitted at least 7 days in advance.
- If you are unsure about times or setup, please submit your best estimate—adjustments can be made.

Where do I find the request form?

1. Navigate to the facility request page on the district website under Staff
2. Click on the Operations & Facility Use Requests button.
3. Next, click on the Login button
4. Sign in with your Google account (your school email) to proceed.

Create a Group

1. After logging in, create your group (Please search the list of existing groups before submitting a new one to avoid entering duplicates.)
2. If your group is new, this will be the only time you will have to do this part. Once it is approved, the next time it will be available in the Event Group dropdown menu.
3. Name your group appropriately (ex, CBE Music, CGE Music, etc.).
4. Click Save to submit your group for approval.

Submitting a Facility Request

1. Go back into the portal.
2. Select Create Event.
3. Choose your Group.
4. Select the Location/Building.
5. Enter the Date(s) and Time(s).
   - If the system limits your time selection, enter what you can.
   - The administrator will adjust times if needed.
6. Add any additional details (setup needs, notes, equipment, services, etc.).
7. Submit your request.

After Submission

- Your request will be reviewed and initially approved by the building administrator. Final approval will be completed at the district level pending building availability, facility readiness, and district scheduling needs.
- You will receive email notifications regarding approval or changes.

Questions concerning your request, cancellation, &/or reservation may be directed to

Jennifer Brown at (316) 541-2577 or jbrown@usd375.org

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