



EXTERNAL USER FACILITY REQUEST INSTRUCTIONS

OperationsHERO EventHQ | Rent My Campus

Follow these steps to create an account, register your group, and submit a facility-use request.

1 Create an External User Account

1 Open the district's [Rent My Campus facility reservation website](#) .

2 Select Log In in the upper-right corner.

3 Select Don't have an account? Sign up.

4 Enter the requested account information.
☐ First andlastname
☐ Email address
☐ Phone number
☐ Password

5 Submit the registration.

6 Check your email for a verification or confirmation message and follow the instructions provided.

7 Sign in using your email address and password.

2

Create an External Event Group

The event group identifies the organization, business, team, church, nonprofit, or individual responsible for the rental.

1

After signing in, select Venues from the top menu to begin a reservation.

2

Choose the campus or facility.

3

Select the desired space and click Book Now.

4

In the reservation form, locate the Group field and select Add Group.

5

Enter the requested group information.

- ☐ Organization or group name
- ☐ Group type or classification
- ☐ Mailing address
- ☐ Primary contact
- ☐ Phone number
- ☐ Email address
- ☐ Billing information

6

Upload the required documentation.

- ☐ Proof of insurance
- ☐ Nonprofit certificate, if applicable

7

Save the group.

8

After all information is submitted, the group will be reviewed for approval. You will receive an email when the group is approved and you are able to submit a facility request.

3

Submit a Facility Request

1

Select Venues from the top menu.

2

Choose the appropriate campus or facility.

3

Scroll through the available spaces and select the space you would like to reserve.

4

Review the calendar to identify possible scheduling conflicts.

5

Click Book Now.

6

Select Add Dates and enter the event schedule.

☐ Event date or dates

☐ Event start time

☐ Event end time

7

Click Add.

8

Select Add Space.

9

Choose all rooms, fields, or other spaces needed, then click Add at the bottom of the window.

10

Select your approved external event group. Select Add Group if one has not already been created.

11

Enter the event information.

☐ Event name

☐ Estimated number of attendees

☐ Event description

12

Select any requested services or equipment.

- ☐ Tables and chairs
- ☐ Custodial support
- ☐ HVAC or building access

13

Click Continue.

14

Review the request carefully.

15

Upload any required documents, such as proof of insurance, when prompted.

16

Click Submit for Review.

IMPORTANT: Submitting a request does not guarantee approval. Please wait for confirmation before advertising the event or making final arrangements.