

Standard Operating Procedure (SOP) for Renting a Facility at Mesa County District 51

Purpose: This document provides step-by-step instructions for individuals or organizations looking to rent a facility at Mesa County District 51 through Facilitron.

Procedure:

1. **Create an Account on Facilitron**
 - Visit Facilitron.com/mcvsd-81501.
 - Click "Sign Up" or "Log In" if you already have an account.
 - Complete the registration process by providing the required information.
2. **Select the Facility and Space**
 - Use the search function to find the school you wish to rent from.
 - Choose the specific space(s) you need for your event (e.g., gym, auditorium, classroom).
3. **Choose Date and Time**
 - Select the date(s) and time(s) you need the space for.
4. **Submit the Rental Request**
 - Complete all required fields in the request form.
 - Initially, select the **"Mail Payment"** option. This will allow the Facilities Team to check all charges for accuracy.
 - Submit the request through the system to initiate the approval process.
5. **Provide Required Documents and Payment**
 - At least seven (7) days prior to the event, ensure the following:
 - Upload your Certificate of Insurance (COI).
 - Make the necessary payment (if applicable).
6. **Request Review and Approval**
 - Once submitted, the request will be reviewed for accuracy and compliance.
 - The Fee Tier may be adjusted if necessary.

Contact for Assistance: For any questions or assistance, please contact: Phone: **970-254-5494**