

HOW TO RESERVE A SCHOOL FACILITY FOR YOUR

STEP ONE

Review the informational link: [Facility Usage Overview & Procedures](#)

Facility Usage Fees

The Facility Usage Fees document lists the cost to reserve each available space in a school building on an hourly basis.

Note: additional fees may apply for your group if the following conditions exist:

1. Uses a building during non-traditional school hours. The district requires a custodian (district staff member) to open and close a school building if it is utilized by an outside group on a weekend. In addition, when a school facility is being used by a large group, a school custodian shall be present during its entire use to protect school property (expense covered by the requesting group).
2. Makes use of a school kitchen. When a school kitchen is utilized for a function, a district Food Service employee must be on duty for the event (expense covered by the requesting group).
3. Uses district technology (audio/video equipment or auditorium sound/lighting). Hourly fees for these services are listed at the bottom of the Facilities Use Fees page.

STEP TWO

Login or Become a Requester: [Requester Login/Become a Requester](#)

**After New Requester Approval, Log back in to submit the Online Facility Use Request*

STEP THREE

The District Operations Office will confirm the availability of your requested space with the building administrator and provide an invoice for your request. Requests are generally confirmed on a first-come, first served basis.

Important Notes:

Rescheduled school district events will take precedence over previously approved outside group events. Facilities will be unavailable on days that school is canceled due to inclement weather.

All requests for facility use will be submitted on District forms and received in the District office by the designated due date for optimal prioritization. All requests received after the due date will be forwarded to the requested building for building administrator review. Those approved at the building level will be returned to the District office for final approval and billing. These requests must be received for processing at least ten days prior to the date of use. All requests received after the Block due date will be considered on a first come - first served basis for that date range.