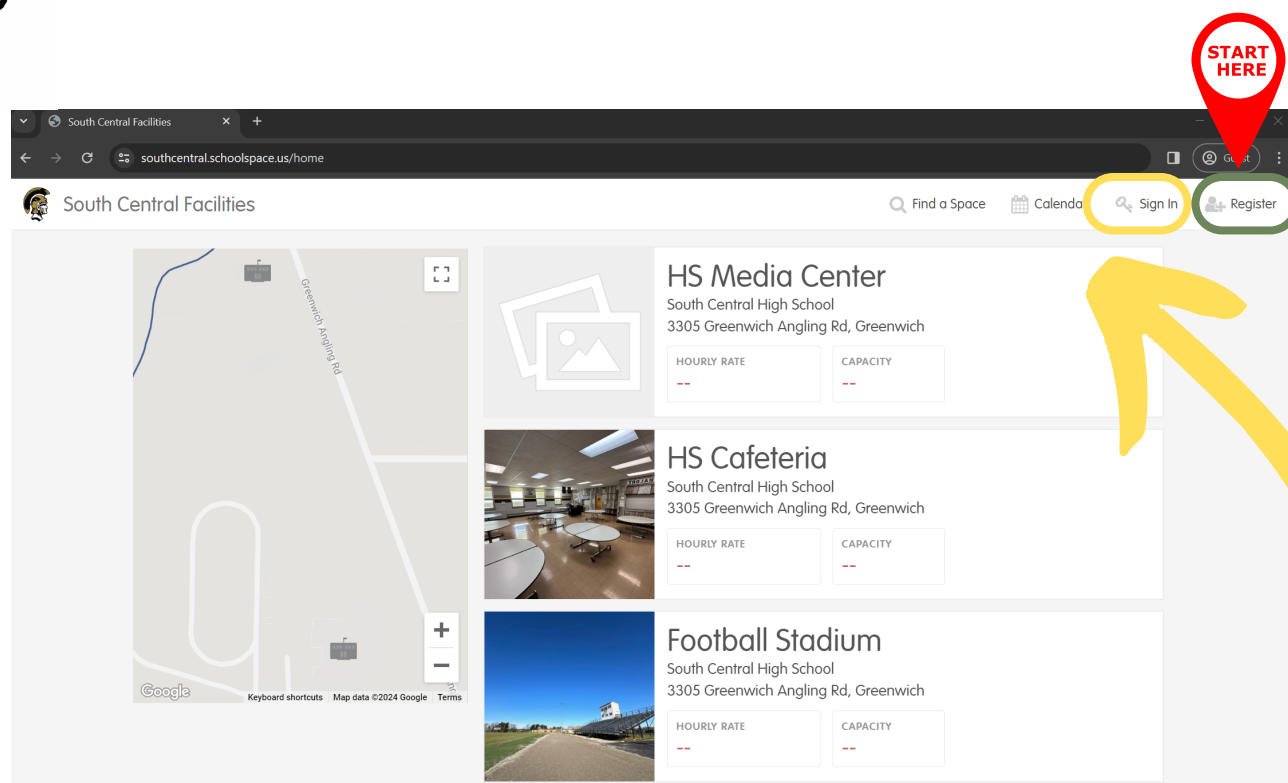




# SOUTH CENTRAL USE OF FACILITIES REQUEST

We are excited to announce that our school has transitioned to a new room scheduling software, SchoolSpace.us, designed to streamline our facility booking and management process.



- If you are booking a space for the first time, you will need to register. Simply hit the register button and then fill in the pertinent information.
- If you have already created an account, you will just need to use the “sign-in” button.

Register

Already have an account? Sign in.

first name

last name

email address

password (min 8 characters)

repeat password

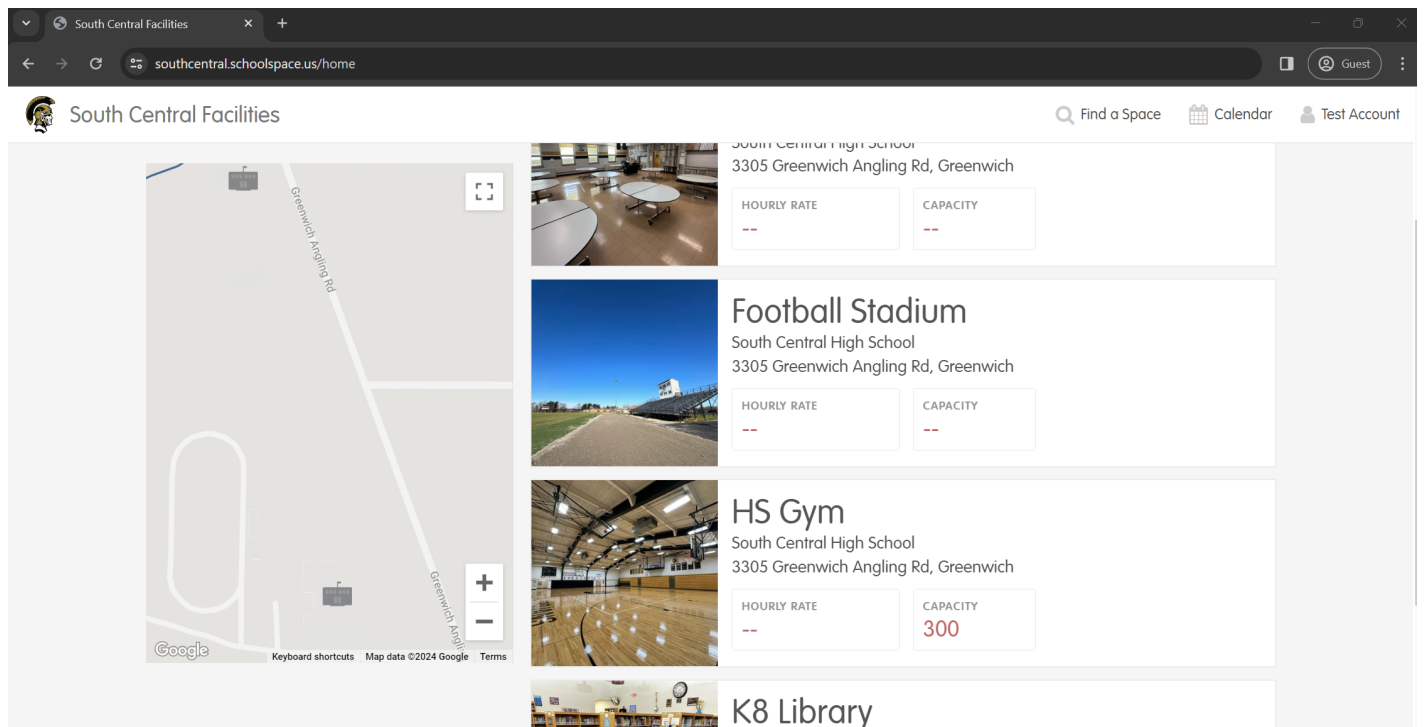
☐ I'm not a robot

reCAPTCHA Privacy - Terms

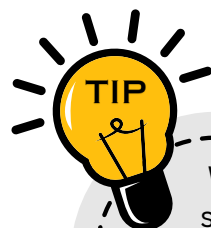
register



*South Central Staff: Once you have created an account, let Ben Smith (bsmith@south-central.org) know.*



- Log In: Once your account is set up, login.
- You can either click on the location you desire, or hit the 'Find a Space' option in the menu.
- Fill in the Details: Provide information about the facility you need, including date, time, and specific requirements.
- Submit Your Request (*labeled as request rental*) : After filling in the details, submit your request for approval.
- Approval process:
  - Once you have submitted your request, it will be sent to pertinent staff who will either accept or deny your request.
  - If the application is denied, you will be notified and will have the option to change the date, time, etc.
  - If your application is approved, you will be alerted and then will be asked to sign an agreement. Once the agreement is signed, your room will be booked!



Want to see if your location is already booked, simply hit the calendar button at the top of the screen and see what is going on! You can also click on a specific location and see the calendar for the room at the bottom!