

How to Submit an Internal Facility Use Request

The following instructions provide information needed to submit an EISD internal facility use request. These directions provide assistance in scheduling school-related or school-sponsored events by District employees within District facilities. These steps are **not** to be used by District employees in scheduling personal events.

Specifically, internal requests include:

- Regularly scheduled educational programs and instructional activities;
- Meetings, practices, and performances of school-sponsored groups; or
- Staff meetings related to official school business

Note: Please allow a minimum of 15 working days for processing.

Go to www.elginisd.net , then click on Departments → Business Office → Facilities Use and Rental

STEP 1: Click on the link for the District's intranet site:



FACILITIES USE AND RENTAL

The Elgin ISD Board of Trustees may permit use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with approved policy and procedures. The Superintendent shall make the final decision in regard to the use of all facilities. (Additional information regarding non-school use of school facilities can be found in Elgin ISD Board Policy [GKD Legal](#) or [GKD Local](#).)

Elgin ISD reserves the right to refuse and/or terminate a rental agreement. Reasons include, but are not limited to, space availability, over usage of a facility, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring property losses and/or damages, inappropriate behavior of the renter or their audience, or any activity in conflict with school activities.

How to Request an Elgin ISD Facility (Step-by-Step Instructions)

- To request an EISD Facility, go to the [Facility Use Calendar](#), which displays events that have already been scheduled. The calendar allows you to view events by location and/or date.
- **Note:** The calendar may not include all school events and activities; some facilities that appear to be available may already be reserved.

Facility Use Request for EISD Employees

- Schedule of facilities by EISD employees is done through the [District's intranet site](#). This site is protected by a firewall and can only be accessed by EISD employees using their employee login and password.

Facility Use Requests for the General Public

- [How to Register Your Organization](#)
- [How to Submit a Rental Request](#)
- [Facility Usage Fees](#) [07-26-2016]
- [Additional Required Documentation](#)

How to Submit an Internal Facility Use Request

STEP 2: If this is your first time to log in to School Dude or have not done so since Aug. 1st, 2016, click on “Forgot Password?”. If you have recently accessed School Dude, proceed to **STEP 5**.

Current User? Login Here!

Email Password


[Forgot Password?](#)

*New f

- Your Requester r individual passwo MySchoolBuilding
- This individual pe the Submittal Pa
- If you have previ you **DO NOT** nee
- If you do not kno password, click o enter your email an email to creat
- If you already ha enter your Email Sign In.
- Questions? Pleas name with FAQs.

STEP 3: Enter your District email address & click “Submit”:

Forgot Password?

 If you need to reset your **UtilityManager** password, please call us for immediate assistance at **877-868-3833**.

Enter your email address below and we'll send you an email with instructions on how to reset your password.

Email Address

How to Submit an Internal Facility Use Request

STEP 4: Check your District email for instructions on how to reset your password. Once you click on the link included in your email and create your password, you will be redirected to the login page. Re-enter your District email address and password you just created.

STEP 5: Click on the “Schedule Request” tab to access this page:

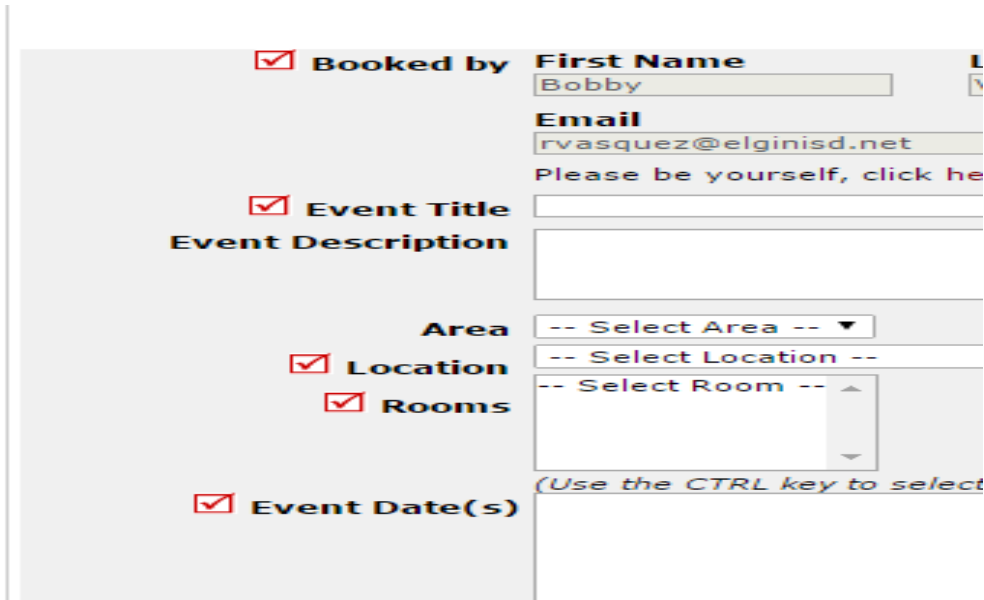


STEP 6: Click on the icon for either a “Normal Schedule”, “Recurring Schedule”, or “Irregular Schedule”. For this example, we will use the “Normal Schedule”.



How to Submit an Internal Facility Use Request

STEP 7: The items designated with “” are required.

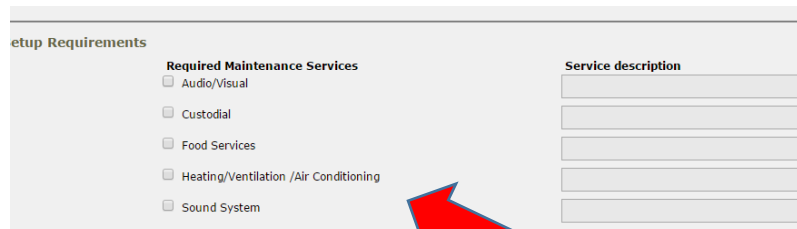


A screenshot of a web form for submitting an internal facility use request. The form is divided into several sections, each with a red checkmark icon indicating that the information is required. The sections are: 'Booked by' (with sub-fields for 'First Name' containing 'Bobby' and 'Email' containing 'rvasquez@elginisd.net'), 'Event Title' and 'Event Description' (text input fields), 'Area' (a dropdown menu with '-- Select Area --'), 'Location' (a dropdown menu with '-- Select Location --'), 'Rooms' (a dropdown menu with '-- Select Room --'), and 'Event Date(s)' (a text input field). A note at the bottom of the form says '(Use the CTRL key to select)'. The text 'Please be yourself, click here' is partially visible above the 'Event Description' field.

STEP 8: At a minimum, in addition to the required items, the following items should be included in your request:

- Setup/Breakdown Times (if different from the event start/end times)
- Contact first name, last name, email, and District contact number (phone extension will suffice)

STEP 9: Be sure to include Setup Requirements by clicking on the appropriate “Required Maintenance Services” check box and by including a description within the text box. Failure to do so will result in the service not being provided as the request will not be forwarded to the correct technician for support. For example, if the “Heating/Ventilation/Air Conditioning” box is not selected and if text is not entered, no air conditioning will be scheduled for the event.



A screenshot of the 'Setup Requirements' section of the form. It features a table with two columns: 'Required Maintenance Services' and 'Service description'. Under 'Required Maintenance Services', there are five checkboxes, all of which are currently unchecked: 'Audio/Visual', 'Custodial', 'Food Services', 'Heating/Ventilation /Air Conditioning', and 'Sound System'. The 'Service description' column contains five empty text input fields, one corresponding to each service. Two large red arrows point from the bottom of the page towards the 'Heating/Ventilation /Air Conditioning' checkbox and the first 'Service description' text box.

How to Submit an Internal Facility Use Request

STEP 10: Enter an estimate of the number attending and any other needs requested. If you want the event to appear on the Facilities Use Calendar, leave the button set to “Yes” (default).

STEP 11: Enter **lonestar** as the submittal password. Click “Save” to submit.

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

Submittal Password [Forgot Password?](#)

STEP 12: Once the request has been submitted, you will receive an email notification. You will receive a separate email notification once the request has actually been approved.