



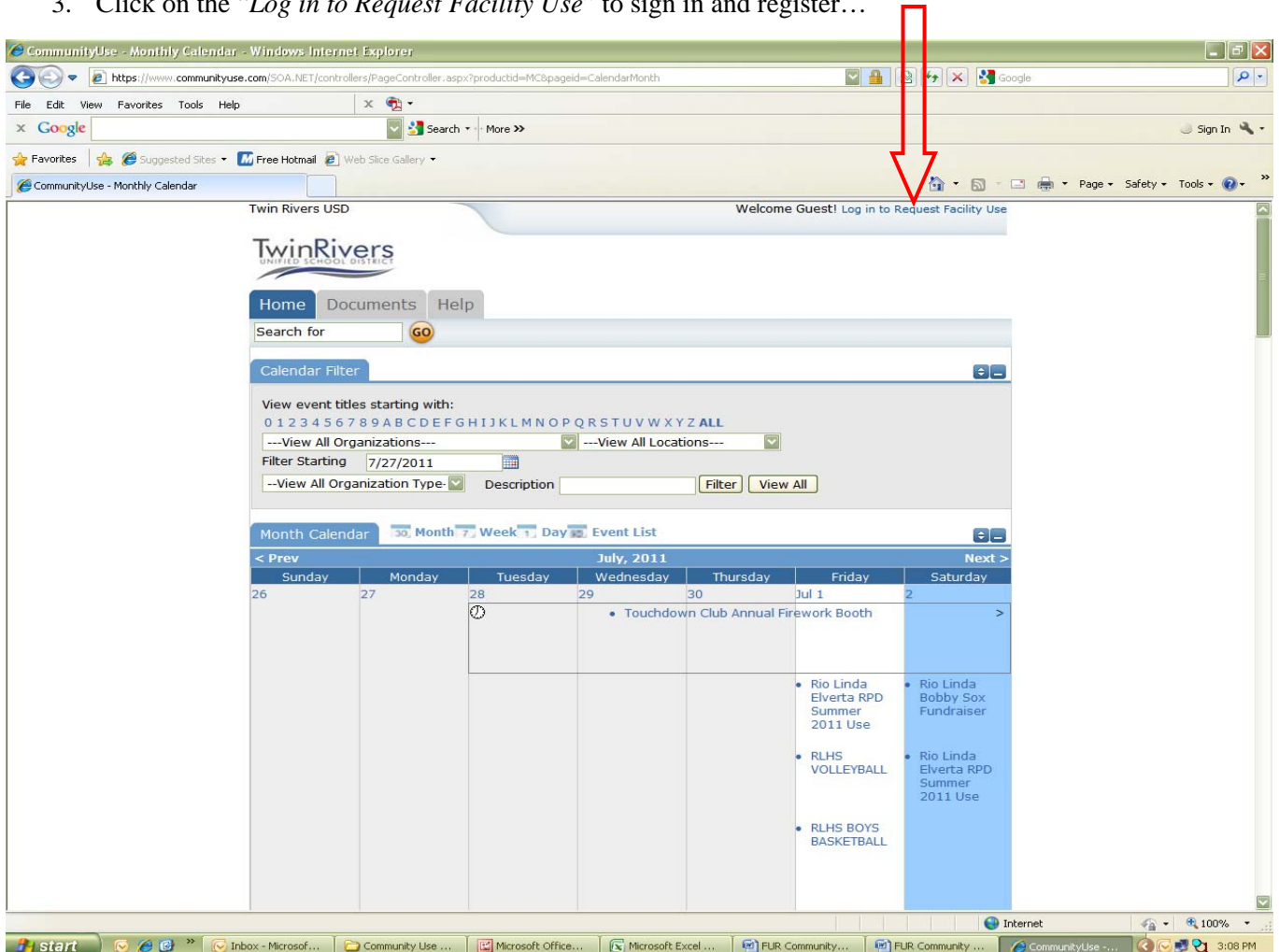
FACILITIES PLANNING & CONSTRUCTION
Facility Use Requests – Community Use “Schedule Facility Use Process”

New for the 2011/2012 school year – the Facility Use Process is automated using a web-based application called “SchoolDude”.

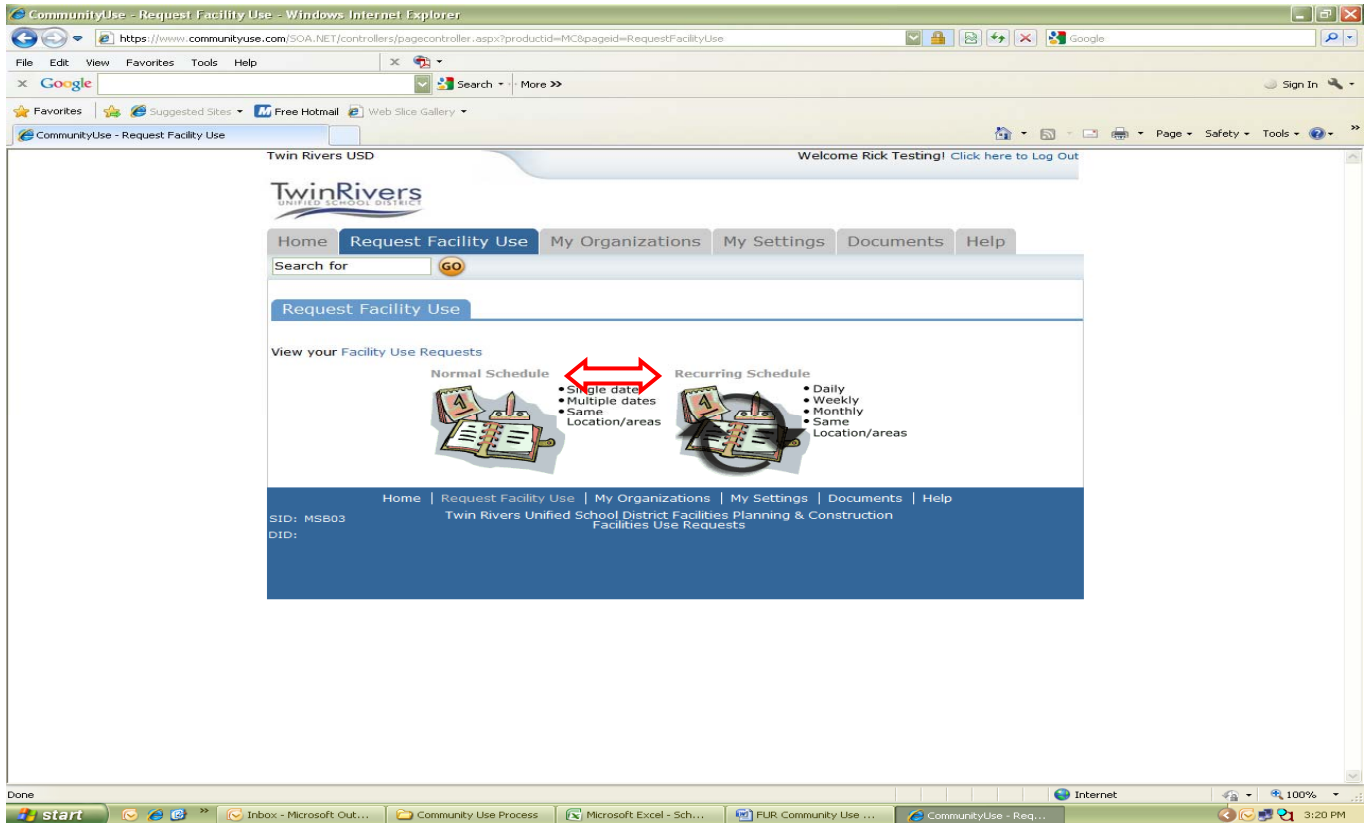
If you do not have access to the internet to submit your request online, contact Rikk Keomanivong at rikk.keomanivong@twinriversusd.org or 916-566-1600 x50271.

INSTRUCTIONS:

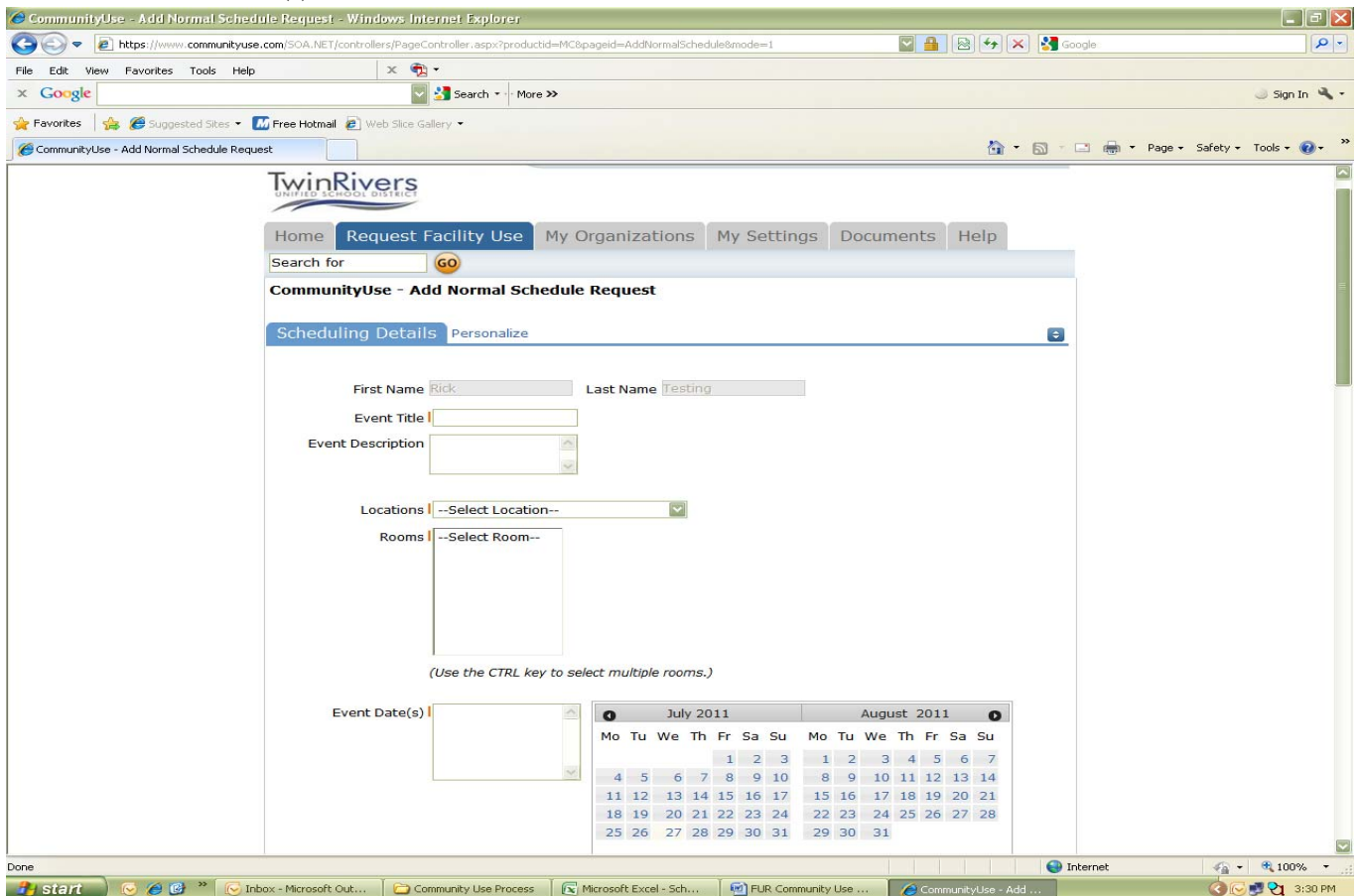
1. Request must be submitted at least 30 days prior to event.
2. Go online to: <http://www.communityuse.com/default.asp?acctnum=31623319>
3. Click on the “Log in to Request Facility Use” to sign in and register...



6. Click on the type of schedule (you may choose normal or recurring).



7. Complete all required fields:
 - a. Event Title & Description
 - b. Location and Rooms
 - c. Event Date(s)



- d. Start Time and End Time (click on the “Check Availability” button to confirm availability)
- e. Organization, Contact and Setup Requirements

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time: 1:00 AM End Time: 1:00 AM

Organization Information

Organization: --Select Organization--
 Contact: --Select Contacts--
 Insurance expires on: _____

Setup Requirements

Required Maintenance Services	Service Description
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Operations	<input type="text"/>
<input type="checkbox"/> Security	<input type="text"/>

Required IT Services

Required IT Services	Service Description
<input type="checkbox"/>	<input type="text"/>

Rental Requests

Charge Type	Quantity	Rental description

- f. Total Attending, Other Needs, and Signature (enter your email address).

Event Information

Below, please enter a number for:

Total Attending:
 Adults Attending:
 Children Attending:
 Extra Chairs Required:
 Parking Spaces Required:

Yes, please display events on the community calendar:

Other Needs:

Signature: (please enter your email address)

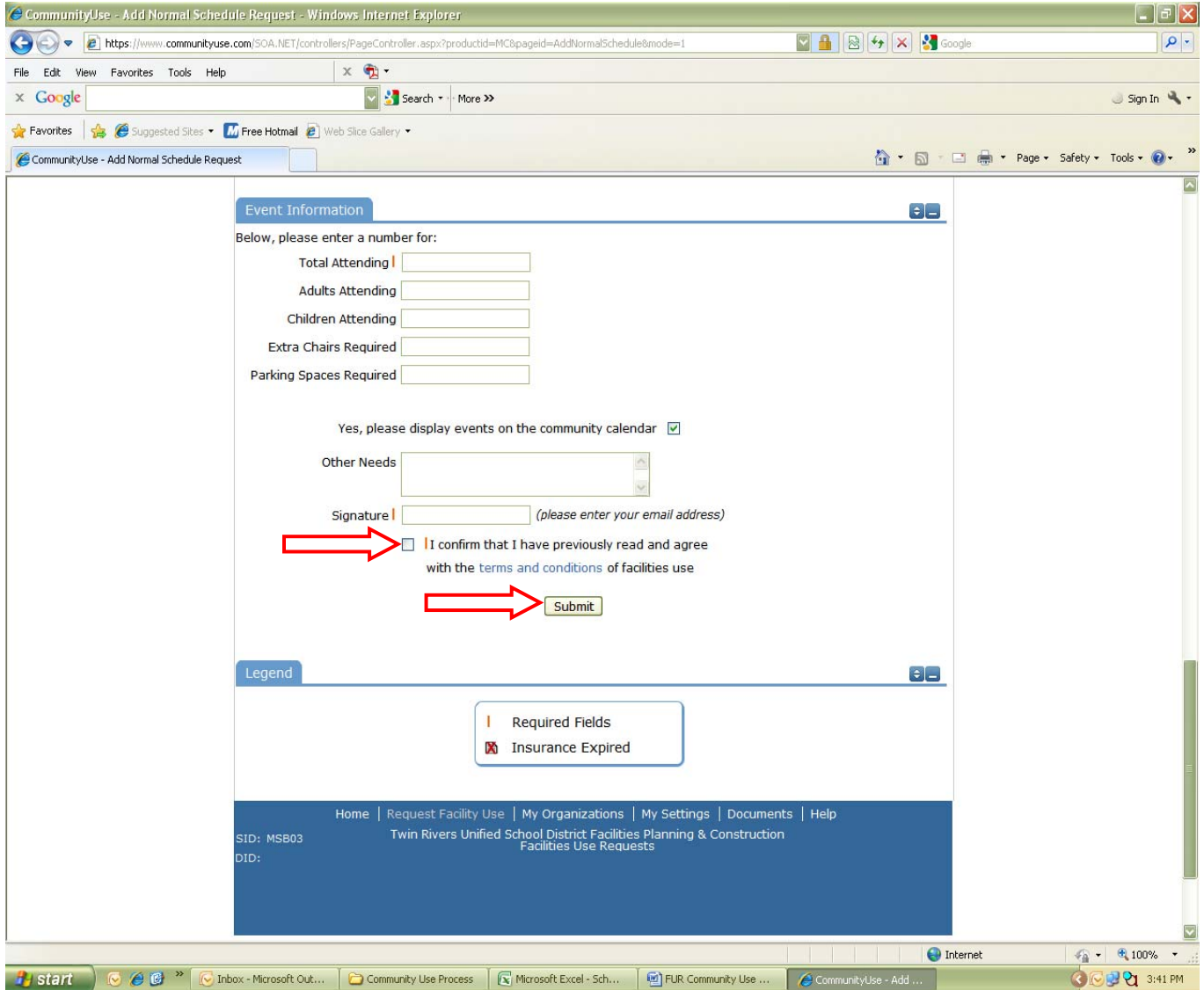
I confirm that I have previously read and agree with the terms and conditions of facilities use

Legend

- Required Fields
- Insurance Expired

Home | Request Facility Use | My Organizations | My Settings | Documents | Help
 SID: MSB03
 DID: _____
 Twin Rivers Unified School District Facilities Planning & Construction
 Facilities Use Requests

8. Check the box confirming you have read and agree to the terms and conditions of the Twin Rivers USD Facility Use Rules, Regulations and Fees Schedule (you may click on “terms & conditions” to review the full document).
9. Click the “Submit” button.



10. A confirmation email will be sent to your email account confirming your request and the request will automatically be routed to the site for approval.
11. If you need to provide an updated insurance certificate please email a copy to: rikk.keomanivong@twinriversusd.org or

Or fax to: 916-566-3518

Or mail to: Twin Rivers Unified School District
Facilities Planning & Construction
3222 Winona Way, Suite 201
North Highlands, CA 95660

12. The Facilities Planning & Construction Department will contact you if any additional information regarding your request is needed.

13. Once Approved & Activated, any charges for direct costs or room rental fees will be determined in accordance with the Facility Use Rules, Regulations and Fees Schedule. Please refer to the Facility Use Rules, Regulations and Fees Schedule for exemptions. All Fees due must be paid (or a budget code provided) at least one week prior to use of facilities.

14. Facilities Services will coordinate any custodial services, nutrition services, and/or technology assistance needed. Security/Safety officer services required by the site must be arranged by requestor by directly contacting Police Services at 916-566-1600 x50575 or the school site administrator/designee.

15. A copy of the Facility Use Request will be emailed to the requestor, site administrator, Operations, Maintenance, and Police Services and must be carried on site by the requestor during the event.