



[Community Use Database](#)

[Log In & Calendar:](#)

(Facility request & Availability)

TO LOG INTO TO CREATE USER FOR CALENDAR ONLINE RENTAL REQUEST!

Then once approved, log back in to the above and calendar will pop up. You can view dates and by school you will need to hit this tab and select school etc.

few event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

---View All Organizations--- ---View All Locations--- Filter Starting

Once you know you are ready to request a rental, at top of page you will see tabs, you will want to click on the Request Facility Use Tab, then Normal or Recurring Schedule, then start. The red * are what you will have to fill to go to next step.

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

Calendar Filter

Request Facility Use

our Facility Use Requests

Normal Schedule

- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same Location/areas

Event Title |

Event Description |

Location |

Rooms (Building) |

(Use the CTRL key to select multiple rooms..)

Event Date(s) |

Then upload all documents needed at end and hit Submit for approval process to start.

****Remember all documents need to be uploaded or sent Heidi before the process will start**** Please take the time to read the SVSD410.Org/Operations/Facility Page on everything what forms needed and a guide – **Facility Use Procedures and requester Guide**