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.

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.

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 SVSD410.0rg/Operations/Facility Page on everything what forms needed and a guide – Facility Use Procedures and requester Guide