

FACILITY USE HOW TO GUIDE

All facility reservations are accepted through our website using, SchoolDude, an online facility scheduling service. Access this service through our website under the “Community” tab. All users are required to have an online account before submitting a reservation. All users are required to agree to the terms and to read the Facility Use Board Policy & Fee Schedule. Every approved reservation also requires a Certificate of Liability Insurance. More information about insurance requirements can be found at our website and in the Board Policy.

If you have any questions please contact Tiffini Schlosser at tiffini_schlosser@lkstevens.wednet.edu or 425-335-1668.

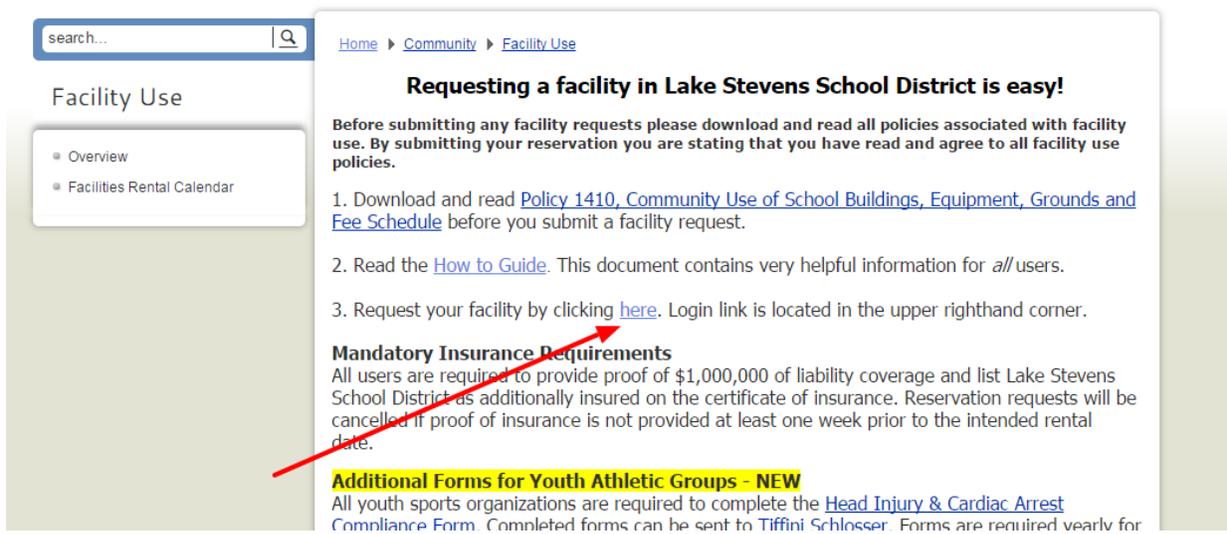
Creating an Account and Username/Password

Step 1: Go to the LSSD website www.lkstevens.wednet.edu

Step 2: Go to the Community tab and click Facility Use



Step 3: Click on the **here** to access School Dude.



The image shows a screenshot of the 'Facility Use' page. On the left is a sidebar with a search bar and a menu with 'Overview' and 'Facilities Rental Calendar'. The main content area has a breadcrumb trail: Home > Community > Facility Use. The heading is 'Requesting a facility in Lake Stevens School District is easy!'. Below this is a paragraph: 'Before submitting any facility requests please download and read all policies associated with facility use. By submitting your reservation you are stating that you have read and agree to all facility use policies.' This is followed by three numbered steps. Step 3 says 'Request your facility by clicking [here](#). Login link is located in the upper righthand corner.' A red arrow points to the 'here' link. Below the steps is a section titled 'Mandatory Insurance Requirements' with text: 'All users are required to provide proof of \$1,000,000 of liability coverage and list Lake Stevens School District as additionally insured on the certificate of insurance. Reservation requests will be cancelled if proof of insurance is not provided at least one week prior to the intended rental date.' At the bottom, there is a highlighted section: 'Additional Forms for Youth Athletic Groups - NEW' with text: 'All youth sports organizations are required to complete the [Head Injury & Cardiac Arrest Compliance Form](#). Completed forms can be sent to Tiffini Schlosser. Forms are required yearly for

Step 4: Create an account

Click on the “Log in to Request Facility Use” link.

Lake Stevens School District

Welcome Guest! [Log in to Request Facility Use](#)
Lake Stevens School District #4

Lake Stevens School District

Home Documents Help

Search for

Calendar Filter

View 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 3/25/2016

--View All Organization Type-- Description

Month Calendar

< Prev March 2016 Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	Mar 1	2	3	4	5

Click on “Create One.”

Lake Stevens School District

Welcome Guest! [Log in to Request Facility Use](#)
Lake Stevens School District #4

Lake Stevens School District

Home Documents Help

Search for

Login

Don't have an account? [Create One.](#)

Email Address

Password

SID: COM05 Thank you for your interest in facility use in the Lake Stevens School District. The Lake Stevens School District does not discriminate on the basis of race, color, religion, sex, national origin or age.

DID: 4

Home | Documents | Help

Read, print and agree. Read the agreement, print out and review the Board Policy and click “Agree and Register.”

Lake Stevens School District

Welcome Guest! [Log in to Request Facility Use](#)
Lake Stevens School District #4

Lake Stevens School District

Home Documents Help

Search for

Terms And Conditions

In order to register, you must agree with the following terms and conditions:

Users of this site agree to abide by Board Policy 1410 governing facility use in the Lake Stevens School District. Organizations or individuals requesting use of facilities agree to protect, indemnify and hold harmless the Lake Stevens School District from all claims, liabilities, damages or rights of action resulting in the use of said facilities.

I have read and accept Lake Stevens School Board Policy 1410: Community Use of School Buildings, Equipment, Grounds, including the respective fee schedule.

I have read and agree to abide by the terms and conditions stated above.

Home | Documents | Help

Fill in all information. All information is required. Click "Save & Next."

Home Documents Help

Search for

Step 1 of 3: Personal Profile

Registration Wizard

Personal Profile Request Organizations Confirmation

My Contact Settings

First Name | Last Name |

Email Address |

Phone Number |

Cellular Phone |

Your Address | *

Note: This is your Contact Address. You will enter the organization address on the next page. *

Password Settings

Password | Verification |

Check here to remove self from all event-related email notifications.

Legend

| Required Fields

Enter your organization information. If you are adding yourself to an existing organization, please use the exact name to avoid duplicates. Use your organization contact information. Leave organization type blank. This will be assigned once approved. Click "Add Organization." Click "Save & Next."

Home Documents Help

Search for

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile **Request Organizations** Confirmation

Request Your Organization

Organization Name |

Organization Type | ---Select Organization Type---

Organization Address |

Use Your Contact Address as Organization Address

Requested Organization List

Items Per Page: 25 | 50 | 75 | 100
Previous 10 Next 10

Organization Status	Organization Name	Organization Type	Address
No record found			

Previous Save & Next Cancel

Items Per Page: 25 | 50 | 75 | 100

Legend

Review your organization information. Click "Submit Requests."

Home Documents Help

Search for 

Step 3 of 3: Request Confirmation

Registration Wizard 

Personal Profile Request Organizations Confirmation

Confirmation 

Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

Name Test Test

Email Address Test@test.com 

Phone Number 111-222-3333

Cell Phone

Your Address 12345 67
City, State 89101

1 - 1 of total 1 listed Items Per Page: 25 | 50 | 75 | 100
« Previous 10 Next 10 »

 Organization Status	 Organization Name	 Organization Type	 Address
Pending	Test		123 45 City, State 67890

« Previous 10 Next 10 »
Items Per Page: 25 | 50 | 75 | 100

Your request to be a user has been submitted, once approved you will receive an email.

Home Documents Help

Search for 

Step 3 of 3: Request Confirmation

Registration Wizard 

Personal Profile Request Organizations Confirmation

Confirmation 

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

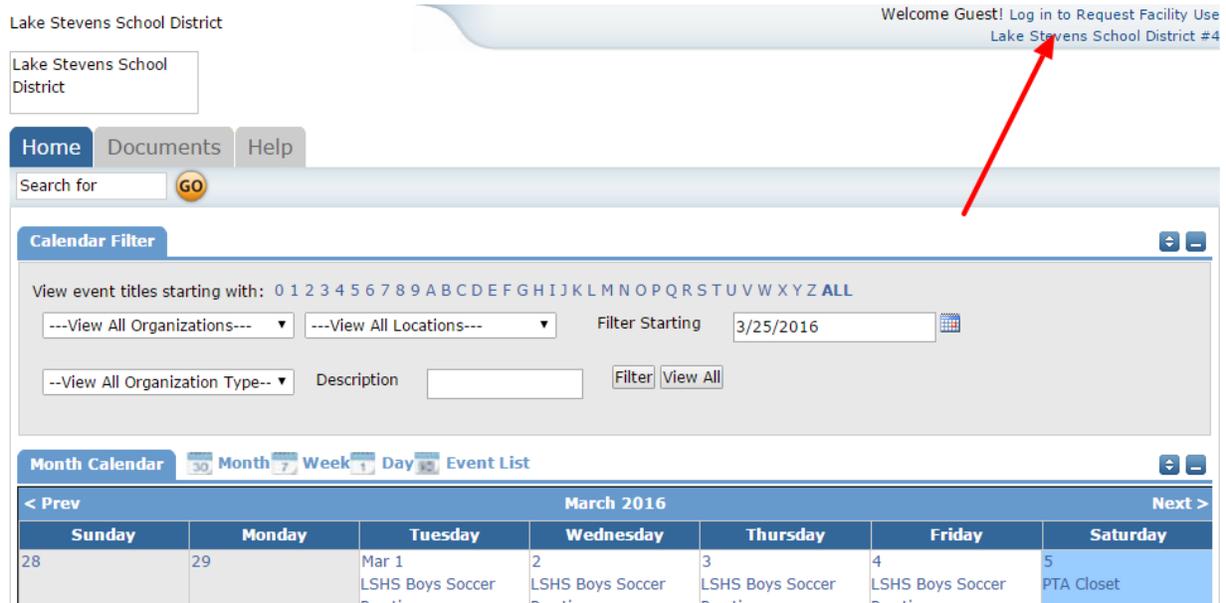
If you have any questions, contact Tiffini Schlosser at 425-335-1668 or tiffini_schlosser@lkstevens.wednet.edu.

Logging In and Submitting a Reservation

Once you have received your user approval email you are ready to submit reservation requests.

Step 1: Go to the school district website at www.lkstevens.wednet.edu. Click on the “Community” tab and then “Facility Use.” Once there click on the online facilities use application form.

Step 2: Click on “Log in to Request Facility Use” and login with your username and password.



Lake Stevens School District

Welcome Guest! [Log in to Request Facility Use](#)
Lake Stevens School District #4

Lake Stevens School District

Home Documents Help

Search for

Calendar Filter

View 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

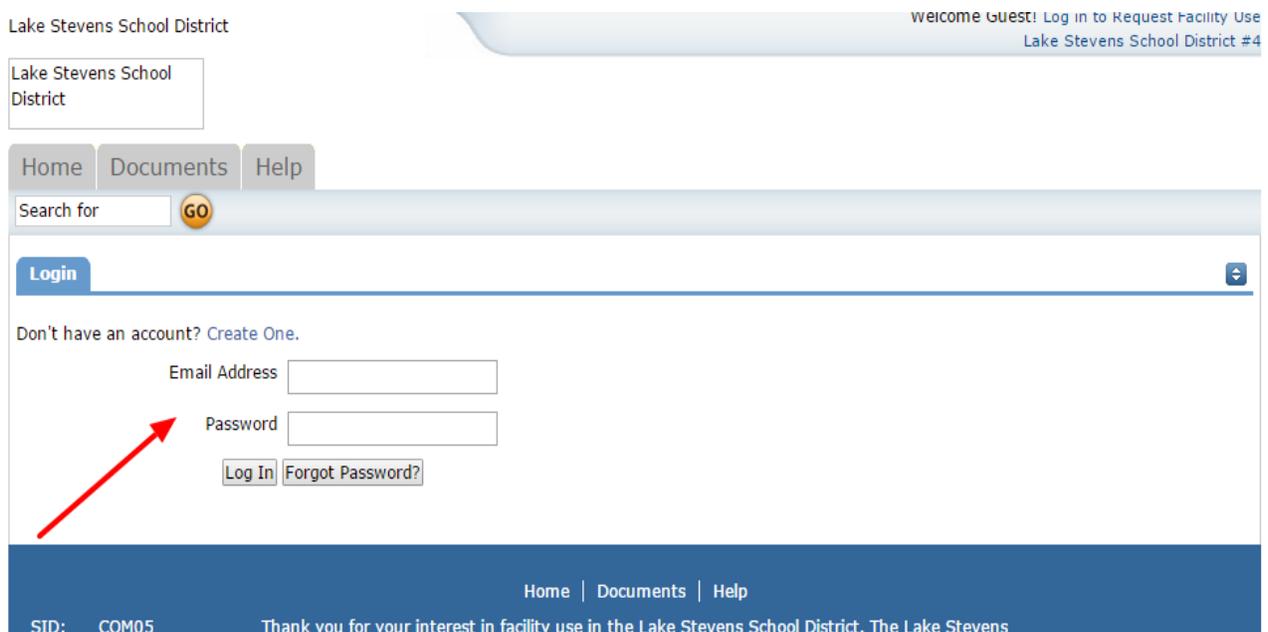
---View All Organizations--- | ---View All Locations--- | Filter Starting: 3/25/2016

--View All Organization Type-- | Description: |

Month Calendar | Month | Week | Day | Event List

March 2016							
< Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next >
28	29	Mar 1 LSHS Boys Soccer Reserve	2 LSHS Boys Soccer Reserve	3 LSHS Boys Soccer Reserve	4 LSHS Boys Soccer Reserve	5 PTA Closet	

Click “Log In” once you have entered your email and password.



Lake Stevens School District

Welcome Guest! [Log in to Request Facility Use](#)
Lake Stevens School District #4

Lake Stevens School District

Home Documents Help

Search for

Login

Don't have an account? [Create One.](#)

Email Address

Password

Home | Documents | Help

SID: COM05 Thank you for your interest in facility use in the Lake Stevens School District. The Lake Stevens

Step 3: Click “Request Facility Use” to begin a new reservation. From this tab you can also view the calendar by location and your organization information. The calendar is a great place to check availability before submitting a reservation.

Lake Stevens School District Welcome Tiffini Schlosser! [Click here to Log Out](#)
Lake Stevens School District #4

Lake Stevens School District

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

Search for

Calendar Filter

View 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

--View All Organization Typ Description

Month Calendar Month Week

October 2015							
Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next
	27	28	29	30	Oct 1 PTA Closet YMCA Before & After School Care	2 PTA Closet YMCA Before & After School Care	3 PTA Closet LSYF Football Games

Step 4: You can select normal schedule or recurring schedule. Normal schedule is multiple dates using the same time and same location (up to 20). Recurring schedule is the same days of the (weekly or monthly) using the same time and same location. Select the option that best suits your event.

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Search for

Request Facility Use

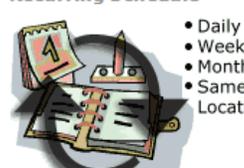
View your Facility Use Requests

Normal Schedule



- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule



- Daily
- Weekly
- Monthly
- Same Location/areas

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

Step 5a: Enter event info using the Normal Schedule Option. Your event should have a clear title. Select your building, then rooms within that building. You can select multiple rooms within a building by holding the CTRL key while selecting rooms. Select your dates. Multiple dates can be selected (up to 20) if you are using the same location and times. Click on the correct dates within the calendar to add to reservation. Enter the start and end time, paying close attention to AM & PM.

Once all dates and times are selected, click “search.” You are verifying that there are no conflicts. If there are, you will need to adjust your reservation accordingly or you can ignore the conflicts and communicate with the facility coordinator to work through the conflicts.

NEW Facility Use Request

1 Search 2 Availability 3 Event Details 4 Confirmation

First Name Last Name

Event Title

Event Description

Location

Rooms (Building)
Auxiliary Gym
B133(1st Floor)
Band Room
Baseball Field
Book Room
C127
C128/Bunker
CE105
Choir Room
Classroom

(Use the CTRL key to select multiple rooms.)

Event Date(s)

February 2016							March 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		1	2	3	4	5	
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29						27	28	29	30	31		

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

Start Time

End Time

Step 5b: Enter event info using the Recurring Schedule Option. Your event should have a clear title. Select the building, then rooms within that building. You can select multiple rooms within a building by holding the CTRL key while selecting rooms. Select the start and end time paying close attention to AM & PM. You will then select the start day of your event by clicking on the calendar and selecting the start dates. Then you will select the recurrence pattern. The daily option should not be used. You can select weekly or monthly options. If you select weekly you will need to select how often this event should happen. For example, if your event is every week you will enter "1", every two weeks you will enter "2" and for every three weeks you will enter "3". Anything more than every three weeks should use the monthly option. Once your weekly recurrence is selected you need to select the days of the week.

If your event is monthly, click the monthly option and select what day of the month (1-31). Then enter how often you want to meet (1-12). For example, your event if your event is the 5th of the month every three months you will enter 5 (for 5th of the month) of every 3 months. If your event is the first Tuesday of every month you will use the second monthly option. For example, select first from drop down box and Tuesday and 1 for the every month option.

Lastly, you will select the last day of the recurrence by clicking the correct date within the calendar. You are limited to 100 dates with this option. You may need to enter multiple reservations keeping track of your start and end dates.

Once all information is entered, click "Search." You are verifying that there are no conflicts. If there are, you will need to adjust your reservation accordingly or you can ignore the conflicts and communicate with the facility coordinator to work through the conflicts.

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

Search for

NEW Facility Use Request

1 Search 2 Availability 3 Event Details 4 Confirmation

First Name Last Name

Event Title

Event Description

Location

Rooms (Building)

(Use the CTRL key to select multiple rooms.)

Start Time End Time

Start Recurrence

Recurrence Pattern

Daily

Weekly Recur every week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Monthly

day of every month(s)

The day of every month(s)

End Recurrence

Note: The maximum event dates for this schedule is 100.

Step 6: Searching conflicts. If there is a conflict it will show here. Click "Next."

12:30 PM	
01:00 PM	
01:30 PM	
02:00 PM	
02:30 PM	
03:00 PM	
03:30 PM	
04:00 PM	
04:30 PM	
05:00 PM	
05:30 PM	
06:00 PM	
06:30 PM	
07:00 PM	
07:30 PM	
08:00 PM	
08:30 PM	
09:00 PM	
09:30 PM	
10:00 PM	
10:30 PM	
11:00 PM	
11:30 PM	

Previous Next

Legend

Selected Date/Time Range

Step 7: Select your organization and contact from the drop down box. The box will be populated with all organizations you are registered to reserve for.

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Search for

NEW Facility Use Request

1 Search 2 Availability 3 Event Details 4 Confirmation

Organization Information

Organization |

Contact |

Insurance expires on:

Step 8: If you require special assistance during your rental please check the appropriate box and add a description in the coordinating dialogue box. Please note if you are reserving a kitchen within the district you are required to fill out the **Kitchen Use Form**. Your reservation will not be approved without it. We do not provide laptops. If audio/visual, projector or PA system is requested the organization is responsible for providing their own laptop. Not all buildings/rooms are equipped to accommodate such requests. If your event requires Wi-Fi access, please indicate on this page.

Setup Requirements

Required Maintenance Services

- Athletic Fields
- Climate Control
- Concession Stand
- Custodial
- Food Services
- Performance Management

Required IT Services

- Audio / Visual
- Internet Connection
- PA System
- Projector

Rental Requests

Charge Type	Quantity	Rental description
<input type="checkbox"/> WiFi Access	0	

Step 9: Indicate the anticipated number attending your event. Indicate other needs if applicable. Sign, confirm and click "Save."

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

File Attachments

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Signature (please enter your email address)

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

Step 10: Confirmation. The final screen will show your event details and confirmation that your reservation has been submitted. You will receive a confirmation email for all approvals and denials.

Lake Stevens School District Welcome Tiffini Schlosser! [Click here to Log Out](#)
Lake Stevens School District #4

Lake Stevens School District

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

Search for

1 Search 2 Availability 3 Event Details 4 **Confirmation**

Confirmation

 The following request has been submitted.
Please contact Tiffini Schlosser if you have any questions about your request.

Schedule ID 14478

Event Title Test

Location Cavelero Mid High School

Rooms (Buildings) Library

Recurrence Pattern Weekly
Every 1 week(s) on:
Tuesday

Start Recurrence 3/31/2016 **End Recurrence** 4/29/2016

Event Dates 4/5/2016
4/12/2016
4/19/2016
4/26/2016

Start Time 5:00 PM **End Time** 6:00 PM

Name [REDACTED]

Phone Number

Email [REDACTED]

 [Print This!](#)

Home | [Request Facility Use](#) | [My Requests](#) | [My Organizations](#) | [My Settings](#) | [Documents](#) | [Help](#)

SID: COM06 Thank you for your interest in facility use in the Lake Stevens School District. The Lake Stevens School District does not discriminate on the basis of race, color, religion, sex, national origin or age.

DID: 4 Users of this site agree to abide by Board Policy 1410 governing facility use in the Lake Stevens School District.

[Terms and Conditions](#)