



# Facilities Registration Process

Before you can reserve a facility, you must register your organization.

## To register:

- [Go to Facility Use Calendar.](#)
- In the upper right corner, click on "Log in to Request Facility Use."
- Click to Create an Account.
- Read and agree to abide by terms and conditions.
- Fill out contact information including name, email address, phone number, address and a password. All passwords must contain at least six characters and can be made up of any combination of letter, numbers, and/or symbols. Passwords are not required to include any capital letters and are not case sensitive.
- Click Save & Next.
- Provide organization information including name, address and type of organization. [Go here for facility rental fees.](#) (or see the website sidebar.)
- Click Save & Next.
- Submit Request.

You will receive an email confirmation once your request has been approved. Your request will not be approved until you have supplied the Facilities Department with a current Certificate of Insurance. **More information on insurance requirements and an example of proper coverage are available in the website in the sidebar.**

## How to Submit a Rental Request:

Once your organization has been approved, you may submit a rental request. These requests must be made at least 10 days prior to the event.

- [Go to Facility Use Calendar.](#)
- In the upper right corner, click on "Log in to Request Facility Use."
- Log in using the email address and password submitted as part of your registration.
- To check availability of the facility, use the filter buttons to choose a location and date(s).
- Click the Request Facility Use tab at the top of the page. You have two choices:
  - a. The Normal Schedule allows you to request from one to up to 20 events. All events should be in the same room(s) at the same time over different days.

- b. The Recurring Schedule allows you to choose up to 100 events in the same room(s) at the same time over different days. These events are scheduled on a recurring basis (i.e. every Monday and Wednesday for a month or every Sunday for a year, etc.)
- Fill out the form which asks for the event title, description, school or PUSD facility, room or building, date(s) and start and end times.
  - Click Check Availability.
  - If the room/building is available, agree to the terms and conditions of the [Building Use Agreement](#)
  - Provide organization information including name, contact and insurance expiration date.
  - Request maintenance service including audio/visual, custodial, event break down, event set up and technology
  - Required: Give a brief description of your event
  - Provide event information including number of adults and children attending, extra chairs/tables required .
  - List additional needs.
  - Sign using your email address and confirm that you agree with the terms and conditions of facility usage.
  - Submit your request.

You should receive an email notification confirming your request was received along with a schedule ID number. Once reviewed you will receive an email confirming or denying your request.