	Tenino School District Groups	Local Community Youth Sports, Government Groups	Nonprofit Groups, Out of District School Groups	For Profit or Commercial Groups
District Office-Board Room	no charge	no charge	$15 per hour	$50 per hour
Classroom use at all schools	no charge	no charge	$10 per hour	$40 per hour
Library use at all schools	no charge	no charge	$10 per hour	$40 per hour
Kitchen use at PES and THS Food Service Worker may be required	no charge	no charge	$15 per hour	$40 per hour
TES/TMS Cafeteria (no kitchen access)	no charge	no charge	$15 per hour	$40 per hour
Commons (THS)	no charge	no charge	$35 per hour	$75 per hour
TES Multi-Purpose Room	no charge	no charge	$35 per hour	$75 per hour
TMS Field - Practice	no charge	no charge	$10 per hour	$40 per hour
THS Field - Baseball	no charge	no charge	$20 per hour	$40 per hour
THS Field - Softball	no charge	no charge	$20 per hour	$40 per hour
Stadium (Press Box, PA, Seating, Restrooms, concessions) Custodial Service may be required.	no charge	$50 per hour	$90 per hour	$200 per hour
Gym (PES) Practice	no charge	no charge	$30 per hour	$40 per hour
Gym (PES) Game or Weekend Custodial Service may be required.	no charge	$20 per hour	$30 per hour	$40 per hour
Gym (TMS) Practice	no charge	no charge	$40 per hour	$75 per hour
Gym (TMS) Game or Weekend Custodial Service may be required.	no charge	$20 per hour	$40 per hour	$75 per hour
Gym (THS) Practice	no charge	no charge	$40 per hour	$75 per hour
Gym (THS) Game or Weekend Custodial Service may be required.	no charge	$25 per hour	$40 per hour	$75 per hour
Parking Lot	no charge	no charge	$10 per hour	$50 per hour
Food Service Worker (2 hr. minimum)	no charge	$25 per hour	$25 per hour	$25 per hour
Custodial Services (Gym use, 2hr. minimum) (Stadium use, 4 hr. minimum)	no charge	$40 per hour	$40 per hour	$40 per hour

Please note the following terms and conditions.

1. **Proof of insurance and payment is due in full at the time of booking.**

2. **Custodial charges will be assessed for gym and stadium use. Custodial fees may be waived if the applicant/organization agrees to return the facility to its original condition. This decision to waive this fee is at the discretion of the District.**

The undersigned hereby makes application to Tenino School District for the use of school facilities described above and certifies the information provided in the application is correct. The undersigned further states that he/she has the authority to make this application on behalf of the applicant and agrees that the applicant will observe all rules & regulations, terms & conditions; deviation shall be considered a breach of contract and may result in denial of future use.

TERMS & CONDITIONS
1. The applicant and all participants agree to abide by the Tenino School District (TSD) procedures, rules, regulations, terms, and conditions for use of school facilities.
2. The applicant agrees to obtain, prior to its use of the facilities, comprehensive general liability insurance with minimum benefits of $1,000,000 per occurrence with an annual aggregate of not less than $2,000,000. TSD is to be named an additional insured. Waiver forms will not be accepted as a substitute for proof of insurance. A certificate of insurance must be received by the Financial Services Director prior to final approval and use of any district facility. Coverage cannot be cancelled or reduced without thirty (30) days advance written notice to TSD.
3. Applicant accepts conditions and status of the requested facility and understands that this permit may be revoked or cancelled any time with or without cause and the applicant shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.
4. The applicant agrees to exercise the utmost care in the use of the school facilities and agrees to protect, indemnify, and hold harmless the TSD from all claims, liabilities, damages, or rights of action resulting from the use of said facilities, except for the sole negligence of the TSD.
5. All applicants will be held responsible for any expenses incurred by the TSD arising from their use of the facility. In the event that property loss or damage is incurred during use or occupancy, the amount of damage shall be determined by the superintendent and/or designee and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained. As part consideration for the use of TSD facilities, each applicant agrees to accept the TSD's determination of the damages caused by the applicant's use of the facilities and to pay the TSD's invoice for the amount due within 30 days. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required. Failure to comply with this regulation and to pay any damage charges assessed will result in denial of further privilege of use of school facilities and may result in legal action.

The Tenino School District will now be using an online service called FSDirect (School Dude) to manage our Facility Use Requests. To request facility use you will be required to register as an individual or organization. To register you will login and request approval as a user/organization.   Once you are approved by the District facilities coordinator; you will then be able to login and request use of our facilities.

Your facility use request will be routed electronically to each school building for final approval. Once approved, applications/requests will be filed at the District Office and returned to the applicant via email with an invoice if appropriate.

Please note:

Certificate of Insurance must be received prior to final approval. You will only be able to submit requests for events taking place within 6 months. Requests beyond 6 months of your request will be denied.

Please click the following link to request approval as a user/organization:

https://www.communityuse.com/default.asp?acctnum=2071161344

If you have any questions about how to register please contact Jennifer Bourke at 360-264-3410

Here are two requester guides to walk you through the process. The first explains how a CommunityUser requests access to use our facilities and the second is how, once you've been approved, you actually submit a schedule request

How to Request Access to Submit Online Facilities Requests using CommunityUse

Tenino School District 402 is now taking facility requests online through our CommunityUse calendar and request system. You can request online access to enter requests for facility usage by following the below steps.
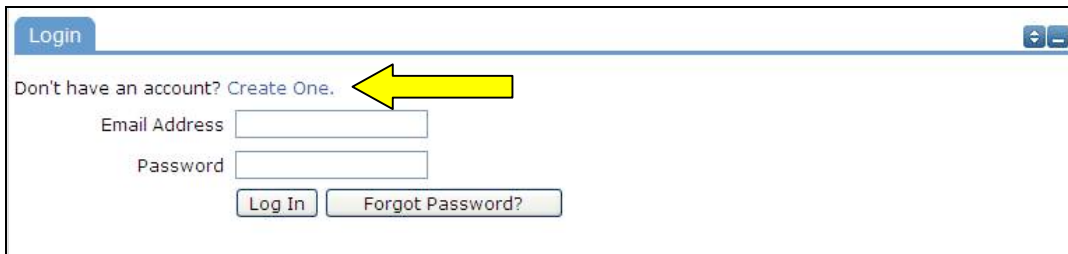
First, click on this link to access the CommunityUse Calendar:
https://www.communityuse.com/default.asp?acctnum=2071161344

At the top of the page, click the Login to Request Facility Use link.
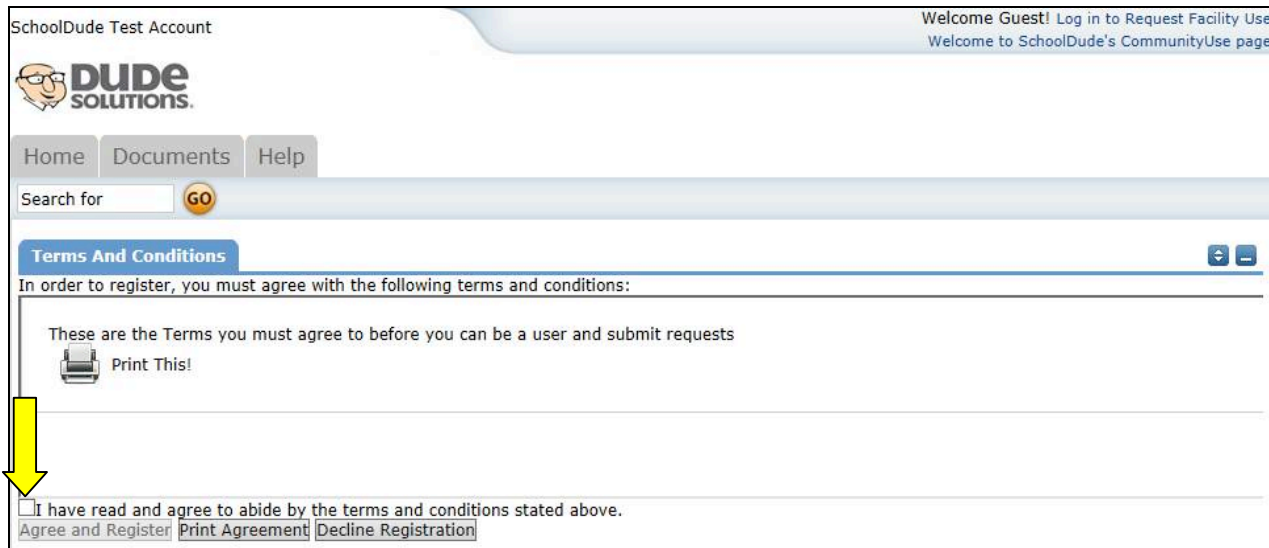
Welcome Guest! Log in to Request Facility Use
Welcome to SchoolDude's CommunityUse page

On the next page, click the Create One link to create an account and request access to submit online requests.

You will be required to check the box agreeing to the district's Terms and Conditions before you can proceed.

Next, you will need to complete the Personal Profile page. Click Save & Next to progress to Step 2 once all required fields are populated.
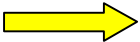
On the Request Organization page you can request to be associated to one or more organizations. Simply fill in the required fields and click "Add Organization" after each entry.
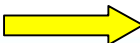
You will then see the message at the bottom of the page stating the status, Pending, of your requested Organization. Once you've added all of the Organizations you would like to be associated with click "Save & Next".

On the final registration page, confirm your information and click Submit Requests.

The very last page will provide you with contact information for the district's facility rentals department/contact.

After you confirm your personal and organization information, an email will go to the district's CommunityUse Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You will receive an email confirmation of your request. Additionally, you will receive follow up email notifications once your request was accepted or declined. If your registration is accepted, you can return to the CommunityUse login page, login in with the email address and password you created initially, and begin requesting facility usage.

CommunityUse Requester Guide

FACILITY USAGE

How to Log in _____

- Go to **https://www.communityuse.com/default.asp?acctnum=2071161344**
- At the top of the page, click on the **Login to Request Facility Use** link.
- If you have already registered, enter your login name and password into the fields and click **Log In**.
- Once you are logged in, the system will default you to the home page where you can view the calendar. *Note: If no events are showing on the Calendar, be sure you have a **Location** selected. Any time you make a filter choice on the Calendar, click the **Filter** button to refresh the screen.*

How to Submit a Request _____

- Click on the **Request Facility Use** tab. *Note: If this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify that you agree to these terms each time you submit a request.*
- Choose the type of schedule you would like to submit.
  - A **Normal Schedule** can be for a single date or multiple dates, but each event will be in the same location and room at the same time of day. You can request up to a maximum of 20 dates on a normal schedule.
  - The **Recurring Schedule** is used for an event that takes place on a regular basis (Example: every Monday and Wednesday from October through December). These events will also be in the same location and room at the same time of day. You can enter up to a maximum of 100 dates on a recurring schedule.

NEW Facility Use Request Wizard
Note: Any field marked with an orange line is a required field.
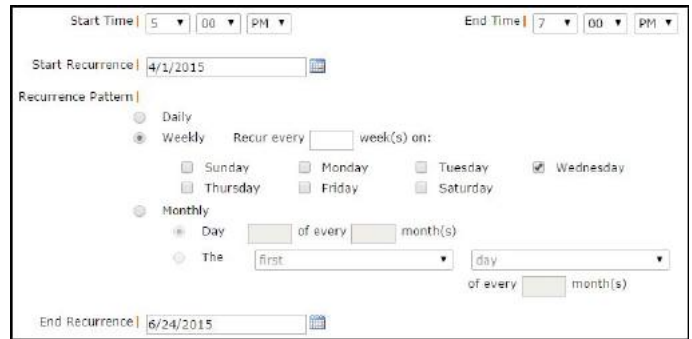
Step 1 - Search

- Enter the **Event Title**.
- Enter an **Event Description** of the event you are requesting.
- Select the **Location** and **Room(s)** you would like to reserve for your event.
- If entering **a Normal Schedule**:
  - Enter the **Event Date(s)** by typing into the box or clicking on the dates in the calendar box to the right.
  - Enter the **Start Time** and **End Time**, making sure to select AM or PM in the drop down boxes.

- If entering a **Recurring Schedule**:
  - Enter the **Start Time** and **End Time**, making sure to select AM or PM in the drop down boxes.
  - Enter the **Start Recurrence** date.
  - Choose your **Recurrence Pattern**.
    - Select **Daily** if your event will occur every day between the start and end dates.
    - If you choose **Weekly**, you can select if the event occurs every week, every 2 weeks, etc. Then put a check mark next to the days of the week that the event will occur.
    - If you choose **Monthly**, you can select the day of the month (for example, the 15th day of every 1 month) or you can choose the weekday of the month (for example, the second Monday of every 1 month).
  - Enter the **End Recurrence** date.
- Click on the **Search** button to make sure that the room you are requesting is available.

Step 2 - Availability

- Your requested rooms will show at the top, and the time frame you've requested will show in yellow. If you see a black or red x in the box, there is already an event scheduled at that time.
- If the selected rooms are available at your desired time, click **Next** to proceed with your request.
- To change the room, date, or time of your request, click **Previous** to make new selections.

Step 3 - Event Details

Additional Information

- This section may or may not appear on your request form depending on how your Administrators set up your account.
- If this section does appear on your form, answer the available questions providing additional information for your event.

Organization Information

- Select your **Organization** that is requesting the facility from the drop down menu.
- Select the **Contact** in drop down box.
- If you need to purchase a short term insurance certificate for your event, follow the links included in this section.

Services

- The Services feature may or may not be available on the form.

Setup Requirements

- If **Maintenance Services** or **IT Services** are needed for your event check the box next to the service needed and enter a **Service Description** in the box.

Rental Requests

- If there are rental items available in this section, select the ones needed for your event, enter the **Quantity**, and write a **Rental Description**.

Event Information

- Enter **Total Attending**. You can also break this number into number of adults and number of children.
- Enter the number of **Extra Chairs Required** for the event.
- Enter the number of **Parking Spaces Required** for the event.
- Check the **Yes, please display events on the community calendar** if you would like this event to appear on the calendar.
- Enter any **Other Needs** if needed.

File Attachments

- Attach a file to your schedule request by clicking the **Add New File** link.
- Browse your computer for the file and select it. You can also enter a **File Description**. Click **Submit**.
- The attached file will now be listed in the File Attachments section at the bottom of the schedule. *Note: There is no limit to the number of files that can be attached, however the total size of all uploaded files on the schedule must be less than 5MB.*

Signature

- Enter your email address in the **Signature** box.
- Check the box confirming that **I confirm that I have previously read and agree with the terms and conditions of facilities use**.
- Click **Save** to submit your request.

Step 4 - Confirmation

The Confirmation page will give you the Schedule ID number for your request and a summary of the event information. You can print this page for your records.

My Requests Tab _____

- On the My Requests Tab, you can view a list of your previously submitted schedule requests as well as **View Invoices**.
- If your account is set up to take online payments, you will see a **View Invoices & Pay Online** link that will allow you to make invoice payments online.

My Organizations Tab_____

- On the My Organizations tab you can review the Organization(s) that you have been approved to submit requests for.
- Clicking the Organization Name will take you to the Organization Information page where you can verify the Address and other important information including Insurance Information. Please contact your CommunityUse Administrator if any of the information is inaccurate or out of date.
- If you need to request events for another organization click on the **Request Another Organization** link to submit a request to be added to that organization.

My Settings Tab _____

- On the My Settings tab you can update your personal contact information or reset your password.
- Be sure to click **Submit** to save any changes.

Documents Tab _____

- On the Documents tab, you can download any documents that Administrators have posted for community users to view.