

# Facility Use and Assembly Requests

SchoolDude-FS Direct and Community Use Reference Guide  
October 24, 2022



# Logging in (OM/Admin)



**Account Login**

Login Name

Password

Product  
FSDirect ▼

**Forgot Login Name or Password?**

For help logging in, click here ▼

All District staff may access the Facility Use Site through SchoolDude's FSDirect Product App or through MySchoolBuilding.

New staff accounts are created by the Business Services Administrative Assistant.

**Current SchoolDude User? Login Here!**

Email

Password

**Forgot Password?**

# Logging in (Community User)

A screenshot of the Newhall School District login page. At the top, it says 'Newhall School District' and has the NSD logo. Below that are tabs for 'Home', 'Documents', and 'Help'. There is a search bar with a 'GO' button. A 'Login' button is prominently displayed. Below the login button, it says 'Don't have an account? [Create One.](#)'. There are input fields for 'Email Address' and 'Password'. At the bottom, there are buttons for 'Log In' and 'Forgot Password?'.

Event Coordinators who are not NSD Staff, access the Facility Use Site through the SchoolDude Community Use Portal

New Community User *profiles* must be created by each Event Coordinator before a Facility Use Request can be submitted.

# Requesting Facility Use (Schedule)

**New Schedule**

Normal Schedule	Recurring Schedule	Irregular Schedule
		
<ul style="list-style-type: none"><li>• Single date</li><li>• Multiple dates</li><li>• Same Location/areas</li></ul>	<ul style="list-style-type: none"><li>• Daily</li><li>• Weekly</li><li>• Monthly</li><li>• Same Location/areas</li></ul>	<ul style="list-style-type: none"><li>• Single date</li><li>• Multiple dates</li><li>• Multiple Rooms/areas</li></ul>

There are three schedule options:

Normal, Recurring, and Irregular. You will choose the most appropriate request for your event and continue to the details page. Community users only have a Normal and Recurring option on their portal.

\*Internal User View

☒ **Schedule ID** NEW

☒ **Status** Submitted ▾

☐ Notify Booked By

☐ Notify Contact Person

**Schedule State?** Inactive

☒ **Event Title**

**Event Description**

**Area** -- Select Area -- ▾

☒ **Location** -- Select Location -- ▾

**Building** -- Select Building -- ▾

☒ **Rooms** -- Select Rooms -- ▾

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

Check Availability

☒ **Start Time** ▾ 00 ▾ ▾ **End Time** ▾ 00 ▾ ▾

**Setup Begin Time** ▾ 00 ▾ ▾ **Breakdown End Time** ▾ 00 ▾ ▾

☒ **Duration**  hours  minutes. Spans over  days.

to shortcuts Check Availability

## Completing the Request

- 1) Event Title
- 2) Event Description- Please be as descriptive and transparent as possible in this box. Include full sentences about what exactly will be happening and where. Include vendor details here and explanation of activities. If more space is needed feel free to attach a document outlining those details.
- 3) Location- Select the appropriate school site here.
- 4) Room- Select the specific room of the campus where your event will take place.
- 5) Event Date(s)- Select up to 20 dates for one event.
- 6) Start Time- Enter the time your event is scheduled to begin and end (when you expect guests to arrive and leave the premises).
- 7) \*Setup and Breakdown- This is just as important as the previous section in that it helps determine the staffing needs for each event (OM & Admin can edit).
- 8) Duration- will automatically populate based on information entered into section 6

## Completing the Request- Additional Information Questions

- 1) Organizations requesting to work with children on an NSD campus within one hour after school dismissal will need to complete and attach Approved Vendor Forms to their Schedule Request.
- 2) If the group requesting facility use is a nonprofit organization, they should upload their IRS 501 letter in the Attachments Section of the Schedule Request.
- 3) A Certificate of Liability Insurance naming the Newhall School District as the Certificate Holder should be attached (with a minimum of general liability coverage in the amount of \$1,000,000 per occurrence).
- 4) The NSD Board allows PTAs, PTOs, Foundations and school groups to serve or sell homemade food items for public events on a conditional basis. Groups will be required to meet the guidelines outlined in the Food Handling Guidelines document, which includes information on California Food Handlers Certification Training.

### Additional Information

☒ Is organization or group requesting to work with children on an NSD campus after regular school hours? ☐ Yes ☐ No  
If so, please [click here](#) to fill out the form and attach below.

☒ Is your group nonprofit? ☐ Yes ☐ No  
If "No", please attach IRS 501 letter

☒ I have attached Insurance Information and I acknowledge that if I do not attach it my schedule will be declined. ☐ Yes ☐ No

☒ Is this a PTA/O, or Foundation Sponsored event, where homemade food items will be sold? If so, please be sure to follow the Food Handling Guidelines located in the Documents Tab above. ☐ Yes ☐ No

[illegible]

# Completing the Request- Maintenance Services

Required Maintenance Services	Service description
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Event Break Down	<input type="text"/>
<input type="checkbox"/> Event Setup	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Irrigation	<input type="text"/>

In this section you can select maintenance services and describe in detail what your needs are. These descriptions automatically generate a notification to the appropriate team in our Facilities Department.

- The *majority* of after school events will require a dedicated custodian (i.e. Carnivals , movie nights , etc). There are some exceptions (i.e. Book Fair). If you aren't sure, please contact Denny and Fred to verify **prior** to entering/ approving the event.
- There MUST be a NSD Custodian on site for the duration of ALL Events , including setup and breakdown time. The dedicated custodian **cannot** leave the campus until all of your event cleanup is done, and everyone has left in order to secure the campus .
- If your event requires a dedicated custodian, **you are not permitted** to utilize the site's night custodians to lock up after your event is over. There is a 4 hour minimum to custodial shifts, and it is recommended that you have custodial coverage at least one hour before and one hour after your event's start and end time.
- Eight hours of custodial shifts required by PTA/PTO events are covered by the District each school year. Each group will be invoiced for custodial services once those initial eight have been exhausted for the year.

# Completing the Request- Maintenance Services

Required Maintenance Services	Service description
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Event Break Down	<input type="text"/>
<input type="checkbox"/> Event Setup	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Irrigation	<input type="text"/>

In this section you can select maintenance services and describe in detail what your needs are. These descriptions automatically generate a notification to the appropriate team in our Facilities Department.

- In as much detail as possible, specify the setup/breakdown needs for your event.
- Along with a description of needs in the designated text box, you are highly encouraged to include an attachment with a setup map of the space you will be using.



# Completing the Request- Maintenance Services

Required Maintenance Services	Service description
<input type="checkbox"/> Custodial	<input type="text"/>
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<input type="checkbox"/> Event Setup	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Irrigation	<input type="text"/>

In this section you can select maintenance services and describe in detail what your needs are. These descriptions automatically generate a notification to the appropriate team in our Facilities Department.

- If you are requesting the use of our facilities after regular school hours (or weekends) you must select HVAC Services.
- All sites shut off HVAC around 5:00pm on school days.
- HVAC is off on the weekends as well, unless otherwise selected and specified.
- Requester does not need to specify a room temperature. By selecting HVAC services, the automatic AC or Heat run time will be extended to the end of your event.

# Completing the Request- Maintenance Services

Required Maintenance Services	Service description
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Event Break Down	<input type="text"/>
<input type="checkbox"/> Event Setup	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Irrigation	<input type="text"/>

In this section you can select maintenance services and describe in detail what your needs are. These descriptions automatically generate a notification to the appropriate team in our Facilities Department.


- If you are requesting the use of our fields and need the sprinklers turned off, please select irrigation.
- Specify the timeframe of your request, but do not exceed three days.
  - You may request the sprinklers be shut off for the duration of your event only
  - You may request the sprinklers be shut off one day before and through the end of your event

# Completing the Request- Event Information

In this section you can specify what the estimated attendance numbers will be for your event. Data entered into these fields is informational only for the approvers who are reviewing your request.

Please note that unlike in the maintenance services section, the text entered into the **Other Needs** box **will not** generate automatic notifications to the Facilities Team and can be easily overlooked.

This is not an ideal place to include information that is not already on another portion of the request.



**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

# Completing the Request- Attachments



**File Attachments**

Add New File

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

**Legend**

In this section you are able to upload attachments that support your request. For example:

- Approved Vendor Forms
- Certificate of Liability Insurance
- Nonprofit IRS Letters
- Food Handling Documentation
- Room Setup Map
- Campus Layout Map (Carnivals, Etc.)
- Approved Fire Permit for Special Events
- Detailed explanation of event activities

# FUA Approval

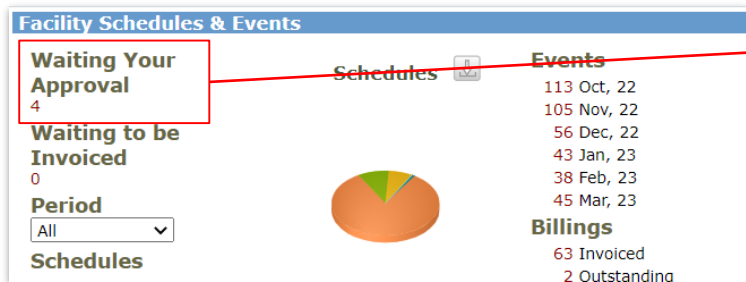
Requests are routed for approval in this order:

- 1) **Office Manager**
  - a) Reviews/Edits details and forwards to Principal for review if approved
- 2) **Principal**
  - a) Reviews/Edits details and forwards to Angie for review if approved
- 3) **Angie, Admin Assistant in Business Services**
  - a) Reviews all details and determines if any additional attachments are necessary
  - b) Determines whether costs will be associated with the event and adds notes to accounting department for invoicing.
  - c) Activates request, generating automated notifications to the appropriate services teams.

**A Facility Use Request  
is not considered fully  
approved until it has  
been ACTIVATED by  
Business Services**

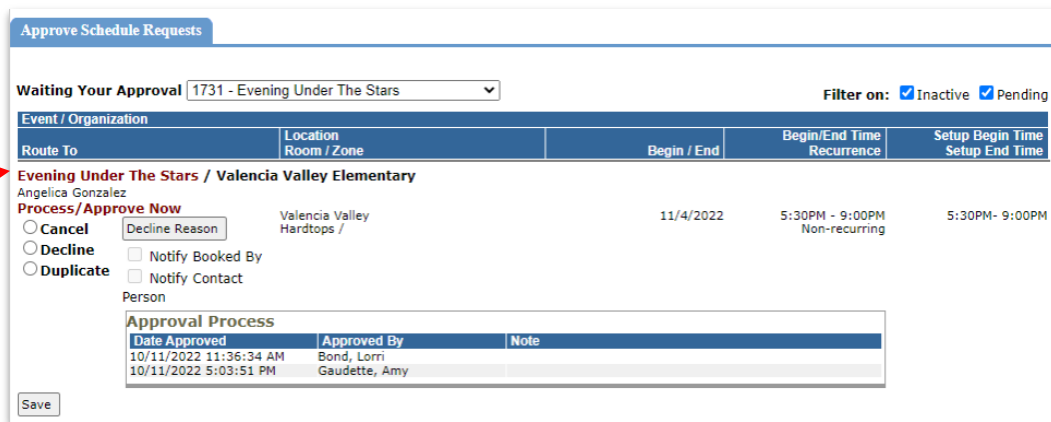
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# How to Approve as Office Manager and Principal



The screenshot shows a dashboard titled "Facility Schedules & Events". On the left, there are three sections: "Waiting Your Approval" with a count of 4, "Waiting to be Invoiced" with a count of 0, and a "Period" dropdown menu set to "All". In the center, there is a pie chart. On the right, there are two lists: "Schedules" with a count of 2 and "Events" with a list of dates from Oct 22 to Mar 23. Below these, there is a "Billings" section with counts for "Invoiced" (63) and "Outstanding" (2). A red arrow points from the "Waiting Your Approval" section to the "Events" list.

On the home page, this is where you will find all event requests pending your review. The number is a link to the processing page below:



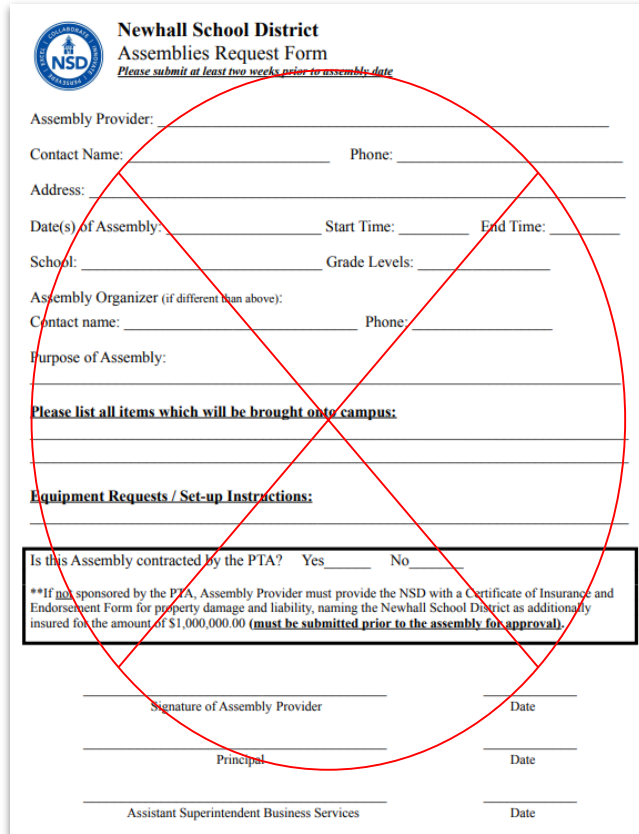
The screenshot shows the "Approve Schedule Requests" form. At the top, there is a dropdown menu for "Waiting Your Approval" set to "1731 - Evening Under The Stars". To the right, there is a "Filter on:" section with checkboxes for "Inactive" and "Pending". Below this is a table with columns: "Event / Organization", "Location Room / Zone", "Begin / End", "Begin/End Time Recurrence", and "Setup Begin Time Setup End Time". The table contains one row for "Evening Under The Stars / Valencia Valley Elementary" with details for Angelica Gonzalez, including dates, times, and recurrence. Below the table, there is a "Process/Approve Now" section with radio buttons for "Cancel", "Decline", and "Duplicate", and checkboxes for "Notify Booked By" and "Notify Contact". There is also a "Decline Reason" field. Below this is an "Approval Process" table with columns "Date Approved", "Approved By", and "Note", showing two entries from 10/11/2022. At the bottom left, there is a "Save" button.


While you can approve directly from this page, it only shows limited information. Please click on the event name. This will give you access to the entire request, including all details and attachments.

Office Managers and Principals have full editing permissions on all Facility Use Requests while they are pending their review. Edits can be made to any and all sections, until the event has been activated.

**Note:** The Approval Process includes date and time stamp for a record of who has reviewed and when.

# Assemblies Request: New Format



 **Newhall School District**  
**Assemblies Request Form**  
*Please submit at least two weeks prior to assembly date*

Assembly Provider: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) of Assembly: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

School: \_\_\_\_\_ Grade Levels: \_\_\_\_\_

Assembly Organizer (if different than above):  
Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Assembly: \_\_\_\_\_

**Please list all items which will be brought onto campus:**

\_\_\_\_\_

\_\_\_\_\_

**Equipment Requests / Set-up Instructions:**

\_\_\_\_\_

\_\_\_\_\_

Is this Assembly contracted by the PTA? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*If not sponsored by the PTA, Assembly Provider must provide the NSD with a Certificate of Insurance and Endorsement Form for property damage and liability, naming the Newhall School District as additionally insured for the amount of \$1,000,000.00 (must be submitted prior to the assembly for approval).**

\_\_\_\_\_  
Signature of Assembly Provider \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent Business Services \_\_\_\_\_ Date \_\_\_\_\_

Assembly Requests will now follow the same format as a Facility Use Request through SchoolDude, instead of a separate form as was prior practice.

These requests are to be submitted as a Facility Use Request by the Office Manager but will include the following:

- The word **Assembly** & the provider must be included in the event name.
  - Example: Good Choices Assembly, provided by the City of Santa Clarita
- If the assembly will be directly paid by your PTA, you will need to provide PTA's Certificate of Insurance on the request.
- If the Assembly will be District funded:
  - The vendor must complete a Personal Services Contract and provide NSD with a Certificate of Insurance and Endorsement Form for property damage and liability, naming the Newhall School District as additionally insured for the amount of \$1,000,000.
  - The contract must go to the Board for approval.
  - After board approval, the original contract is given to the Purchasing Coordinator. A copy of the contract needs to go to Fiscal Services.

Please note: LACOE will not allow the processing of a check without Board approval of the contract. It will take about 3 weeks after the Board meeting at which the contract is approved and up to one additional week to get LACOE to approve the payment. If this timeframe is followed, the Business Department will send the check back to the school so the vendor can be paid on the date of the assembly.