

## FCS Facility Rentals SchoolDude Process Flow

Start

New user registers in SchoolDude to become a CommunityUser.
Required documents must be submitted to Facility Rental-certificate of insurance and proof of registration with Secretary of
State. The process may take up to 10 days.

Facility Rentals Approves the Community User Registration.

Advises the CommunityUser reach out the school to check community calendar and availability

CommunityUser creates an online rental application which is routed to the School Designee for confirmation of facility availability, payment, hours of use, etc. School Designee reviews and issues preliminary approval or declines request.

The facility rental application must be entered into SchoolDude at least 25 days prior to the first day of the event.

If School Designee approves, the rental application is automatically routed to Principal for approval/denial.

Outside School School Facility Requestor Designee Principal Rentals

Principal provides the final approval at the school level. Once approval is granted by the principal, an email is automatically sent to the Facility Rental Administrator to review, activate, or decline the rental application. Payment must be sent to Facility Rental office at least 10 business days prior to scheduled event date. If approved by "Facility Rental," an automatic email is simultaneously sent to each of the following parties. Also an invoice is generated. Reservation **Payment** Service Confirmation(s) Transaction(s) **Providers** End Revised 08.01.2023