

# St. Lucie County School District Facility Requests

## Quick Step Guide for Requesters

**Go to the School Board Website**

**stlucieschools.k12.fl.us**

**Hover over Departments (do not click on it) at the top of the page**

**The first column on the left, you will see Facilities and Maintenance, click on that**

**There are steps 1-4 of information needed for Facility Use.**

**#1 Is a list of Available Facilities/School Contact Information**

**#2 is Guidelines for Facility Use & Insurance Requirements**

**#3 Calculation Sheet (needs updated online)**

**#4 Instructions for Request Form(needs updated online)/Facility Use Request Form.**

**If you are first time user, please contact Tara or Maciel at 340-7100 to assure your organization is listed.**

1. If this is your first time on the site, you will be prompted to register yourself.

**Current SchoolDude User? Login Here!**

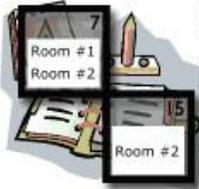
Email  Password    
[Forgot Password?](#)

**Never Submitted a SchoolDude Request? Register Here! ✓**

2. Click on **Schedule Request Tab** if you do not see the screen below, then click on the Schedule Type you need for your Event(s).

**Maint Request** **Schedule Request** **Inventory Request** **My Requests** **Settings** **Help**

### New Schedule

<b>Normal Schedule</b>  <ul style="list-style-type: none"><li>• Single date</li><li>• Multiple dates</li><li>• Same location/areas</li></ul> <p><b>All Events have Same Times</b></p>	<b>Recurring Schedule</b>  <ul style="list-style-type: none"><li>• Daily</li><li>• Weekly</li><li>• Monthly</li><li>• Same location/areas</li></ul> <p><b>All Events have Same Times</b></p>	<b>Irregular Schedule</b>  <ul style="list-style-type: none"><li>• Single date</li><li>• Multiple dates</li><li>• Multiple Rooms/areas</li></ul> <p><b>Events Can Have Different Times</b></p>
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**Normal Schedule: Maximum 20 Events Dates**

**Recurring Schedule: Maximum 100 Event Dates**

**Irregular Schedule: Maximum 20 Event Dates**

**Fill out all boxes with a  mark beside it. These are REQUIRED fields.**

3. Once in the Schedule Form, put the **Event Title** in first.
4. Do not select anything in the **AREA** Dropdown box
5. In the **Location** Dropdown Menu, choose where your event will take place.
6. In the **Room** Dropdown Menu, choose the room(s) you will need.  
**(Hold down the CTRL Button on your keyboard to select multiple rooms)**

This is how the form should look so far, but with your school information:

A screenshot of a web form for scheduling an event. It includes the following fields and controls:

- Event Title**: A text input field containing "My Event".
- Event Description**: A large text area.
- Area**: A dropdown menu with "-- Select Area --" selected.
- Location**: A dropdown menu with "-- Select Location --" selected.
- Rooms**: A dropdown menu with "-- Select Room --" selected.
- Below the Rooms dropdown, it says: "(Use the CTRL key to select multiple rooms.)"

7. Next, choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Then choose your Start and End Times.

A screenshot of the event scheduling form showing date and time selection options:

- Event Date(s)**: A text input field containing "1/29/2009".
- Calendar view showing January and February 2009. The date 29 in January is highlighted.
- Note**: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.
- Start Time**: 8:00 AM
- End Time**: 9:00 AM
- Duration**: 1 hours 00 minutes. Spans over 1 days.
- Check Availability** buttons are located below the date and duration fields.

**The Spans Over Box should always read 1**

Also, click on the **Check Availability** button to verify you are not double booking a room. This is located just below the Duration. The event time you are asking for is in Yellow. If there is a black **X** in that space for your requested time range, you will need to go back and choose a different time that is available. Close out the Availability window when you are finished verify that your time is available and proceed to the "Organization Information" section.

Example:

8 AM	00	
9 AM	00	X
10 AM	00	X
11 AM	00	
12 PM	00	
1 PM	00	
2 PM	00	X
3 PM	00	
4 PM	00	
5 PM	00	

- Choose your Organization from the Dropdown Box. If it is not there, you will need to contact an Administrator at 340-7100 to have it added.

Example:

**Organization Information**

**Organization** School Committee Note

or new School Committee **Type** -- Select Organization Type --

**Contact Name** -- No Contacts Available --

**First Name** Bill  **Last Name** Doe

**Email** bdoe@email.com  **Day-Time Phone** 555-5555

**Evening Phone**  **Cellular Phone**

**Billing Address** 123 Main St.  
Anytown, USA

- Next, provide your insurance information. This information can be emailed to Tara or Maciel. A W-9 form and proof of tax exemption will also need to be provided.

- If Service Requirements are listed, check off the boxes next to what you need and type out a short description.

**Setup Requirements**

Note: Tasks already generated for events will not reflect changes in service description.

Required Maintenance Services	Service description
<input type="checkbox"/> Air Conditioning	<div style="border: 1px solid gray; height: 40px;"></div>
<input type="checkbox"/> Athletic Fields	<div style="border: 1px solid gray; height: 40px;"></div>
<input type="checkbox"/> Audio/Visual	<div style="border: 1px solid gray; height: 40px;"></div>
<input type="checkbox"/> Custodial	<div style="border: 1px solid gray; height: 40px;"></div>
<input type="checkbox"/> Equipment	<div style="border: 1px solid gray; height: 40px;"></div>
<input type="checkbox"/> Security	<div style="border: 1px solid gray; height: 40px;"></div>

- Number Attending box, put the number of people attending the event(s).
- Finally, at the bottom, enter the submittal password of **green**. (Not the password you create when you register as a new user) and then click the **Save** button.

Example:

Password  [Forgot Password?](#)

- Click on the My Request Tab, then Schedule Request. Here you can find up to date information on your requests and what status they are currently in.

Request   IT Request   Schedule Request   Inventory Request   Trip Request   My Requests   Se					
t Requests   My IT Requests   My Schedule Requests   My Inventory Requests   My Trip Requests					
My Schedule Requests					
FSSchedule ID	Status	Location	Recurrence	Schedule Fees	
Title	Schedule State	Room	Start Date	Total Invoiced	
No of Events	Organization		End Date	Total Collected	
	Declined Reason		Event Date		
44058 Checkers Tournament 3	Canceled Activated Andy Griffith Internal Events	PLF-Andy Griffith High School Auditorium	Non-recurring 2/13/2008 2/14/2008 2/15/2008	View Fees \$150.00 \$0.00	
47264 AGHS vs. PFHS-Soccer Game 1	Approved Activated Andy Griffith Athletics	PLF-Andy Griffith High School Field/Court	Non-recurring 9/8/2008	View Fees \$0.00 \$0.00	