

ADMINISTRATOR Reference Guide for APPROVING FACILITY USE REQUESTS

- Please check your calendars throughout the day, review any red dots you see, as they are waiting your approval.
- Thoroughly review the request, make sure there are NO conflicts on the same day
- **ADDITIONAL INFORMATION - REQUIRED**
 - ✓ Custodial support is required when renting a facility. Did you check the custodial box, yes or no?
 - ✓ If HVAC is needed for an event, the Air Conditioning box must be completed. Did you check the box, yes or no?
- Carefully check over Setup Requirements on the Facility Use Request, make sure to check the boxes that apply to that event. Under the service description area, this is where you will find specific details of what is needed. Below is an example of what you should look for:

EX: Required Maintenance Services

- ✓ *Air Condition*
- ✓ *Athletic Fields*
- ✓ *Audio/Visual*
- ✓ *Custodial*
- ✓ *Equipment*
- ✓ *Security*

Service Description

- Need AC for event*
- Please paint fields for event*
- Need to use sound board*
- 1 maintenance worker from 6-10 pm*
- Need 1 microphone*
- Per Mark Woods*

- Once you approve the event, it will get routed to Maciel Marcano, (772) 336-6986. Providing the information in the service description box is correct, we will generate an invoice and email it to the school secretary/bookkeeper. If it is not needed, write N/A in the service description box.

Secretary/Bookkeeper Reference Guide for FACILITY USE INVOICES

- When an event is created in FS Direct – Make sure the CUSTODIAL box has DETAILED information about how many custodians will be working, plus the hours they work. Putting this information in the CUSTODIAL box is what we use to create an invoice and verify payroll.
- Once an invoice is created, it is emailed to the school secretary/bookkeeper. Verify the OT sheet from the employee so they are paid the correct amount of time. What is written in the custodial box under the service description should match the OT request form. The bookkeeper needs to cut a check in a timely manner referencing the invoice # made payable to SLCSB and send it to Maciel in the Pony Mail.
- In the event the secretary/bookkeeper doesn't send a check to Maciel, the accounting department will take the funds directly out of their 1010 account.