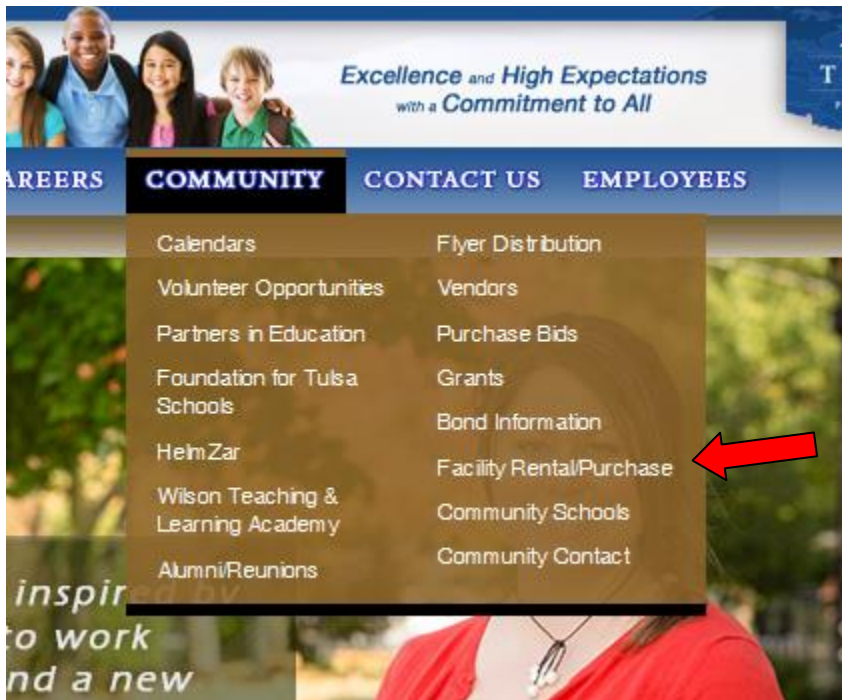# Community Use of TPS Facilities

We now have an online facilities request program, SchoolDude
(Paper forms are obsolete)

- Go to the Tulsa Public Schools webpage . . . http://www.tulsaschools.org/

- Go to the "COMMUNITY" drop down menu. Select "Facility Rental/Purchase"

- Select the "Online Rental Request" subheading

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Examples of possible events:

- Camps
- Neighborhood meetings
- Pageants (fashion/talent shows)
- Receptions
- Religious meetings
- Reunions (class, family)
- Sports
- Theatrical events (dance/musical
- Weddings

Online Rental Request

- Select "Community Use Calendar and Request Form" after it appears
  *(Please read "**Procedure**" steps before moving forward)*

(Available here are also links to instructional videos; (1) Register to be a Facilities User and (2) Submit a Request)

Online Rental Request

Procedure

1. Click the *Community Use Calendar and Request Form* link below.
2. Review the online school calendar to verify the availability of the date(s), time and area.
3. Click the *"Log in to Request Facility Use"* in the top right corner.
4. Complete and submit the online request form.

The request will be routed to the principal of the site selected. The Facilities Utilization office will contact you with your rental rate, insurance and security requirements, as needed.

NOTE: When submitting a request, please allow enough time for the approval process - **at least 10 work days before the event.**
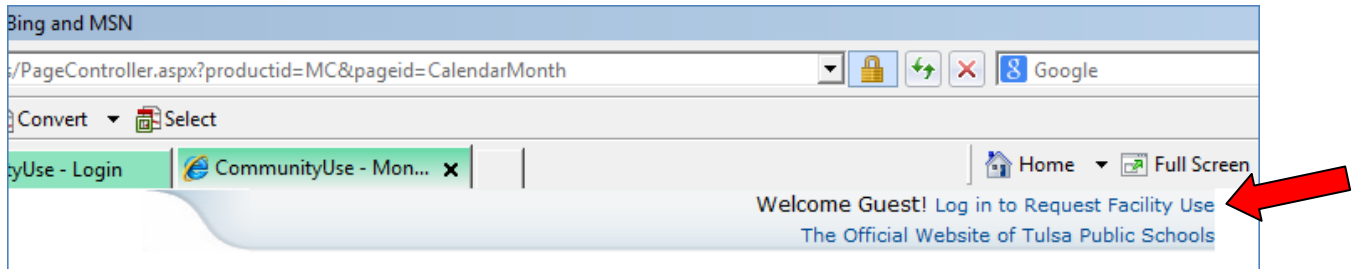
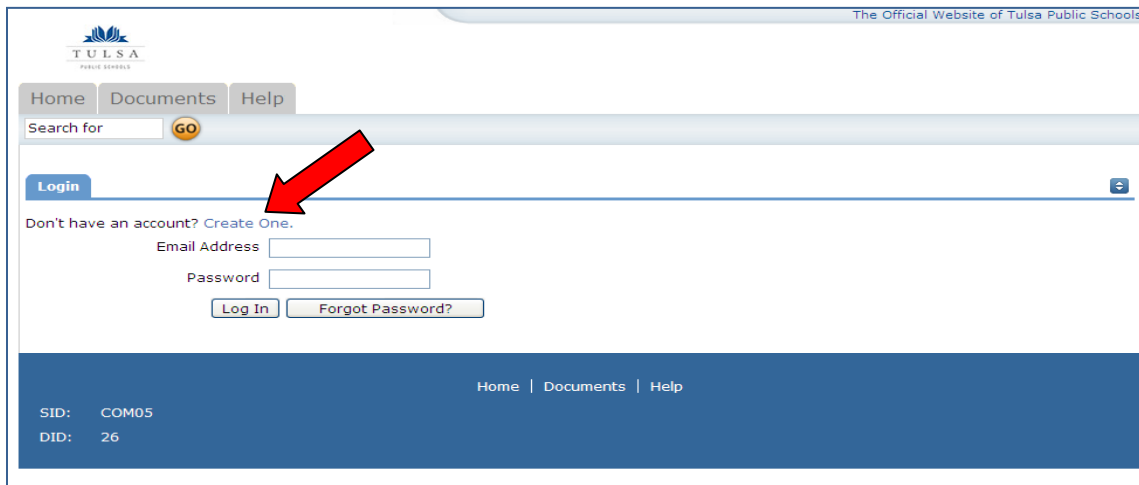**Community Use Calendar and Request Form**

Community Use instruction videos:

- Register to be a Facilities User
- Submit a Request

Facilities Utilization Department

- Select "Log in to Request Facility Use" (in the upper right hand corner)

- Create an account (or register) by selecting "Create One"
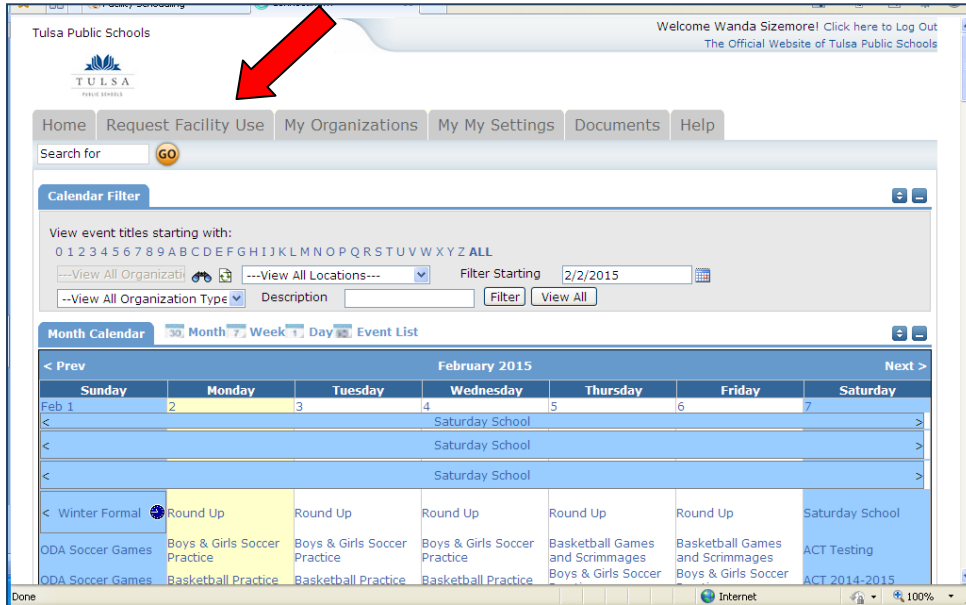

Once your registration has been approved you should receive email notification (if during your registration, you elect to receive emails).
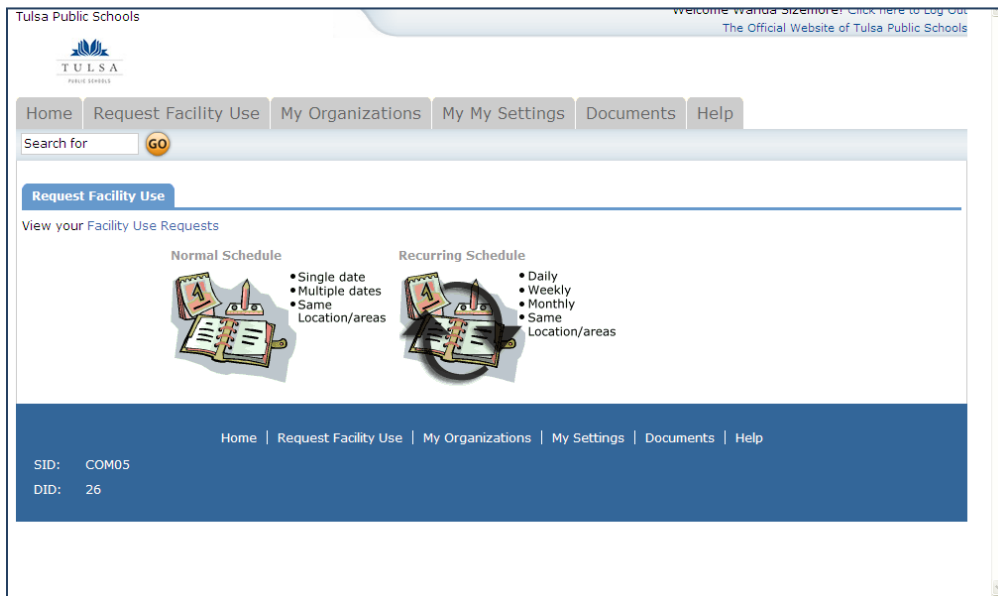
You will then go back to this page to login and make your request.

After logging in you will see the following screen . . .

- Here you will select "Request Facility Use" tab

- Select the "Normal Schedule" or "Recurring Schedule" depending on your event dates

INSURANCE REQUIREMENTS: *A certificate of insurance showing that there is in force a combined single limit liability policy in the amount of at least $1,000,000 in which your organization is named as insured and **Tulsa Public Schools, ISD #1** is named as an additional insured.*

Helpful Hint . . .

Setup Requirements: Required Maintenance Services for Custodial, Energy and Security should ***ALWAYS*** be selected. Unless you require specify duties outside of what is normal, you may type "**Notice**" in the *Service Description* box for each *Maintenance Service* (see Example).

The following Required Maintenance Services should also be selected if the corresponding areas are being requested.

> Athletic Fields (Baseball, Practice-Grass, Practice-Turf, Softball, Soccer)
> Cafeteria
> Stadium Services (Football & Track)
> Stage Setup (Auditorium - High School & Middle/Jr. High School)
>
> *Tech Services (for requests at Wilson Teaching & Learning Center only)*
> *Accounts (for ESC office use only)*

Example:

If you need further assistance please contact the Facilities Utilization office at (918) 746-6534.