Requesting Use of District Facilities and Vehicles

Tutorial available on District Website under Staff Resources: <u>https://www.afasd.net/district/staff-resources.cfm</u>

*Note! The following instructions include how to request use of a District facility or vehicle using our online reservation system in rSchoolToday.

Facility Reminders:

- Any event not school related may be charged custodial and kitchen fees.
- If your event cancels prior to the event date, please contact Sean Ringer or Nicole Smith at the District Office.

Vehicle Reminders:

- The Business Office must have a copy of your valid driver's license and personal vehicle insurance. Please copy or scan these documents to Brian Krey.
- The Business Office must have you setup to charge gas at one of two local Kwik Trips. Please contact Donna Olson to get setup.
- Keys for vehicles can be picked up at the District Office during regular business hours (7:30 a.m. 4:00 p.m.).
- Upon returning to A-F from your event with a District vehicle:
 - 1. Stop at the Kwik Trip in Adams or the Kwik Trip at highways 21/13 and fill vehicle with gas. All vehicles use unleaded gasoline.
 - Please clean and empty all trash from trip while refueling the vehicle.
 - 2. Park vehicle in the rear parking lot of the District Office.
 - 3. If you return during regular business hours, return keys to District Office (Nicole Smith).
 - 4. If you return after regular business hours, put keys in key drop at District Office. There are two key drops, one is located at the main entrance and the other is located at the service door in rear of building by receiving.
 - 5. If necessary, utilize the Work Request system in Skyward to report any vehicle issues.

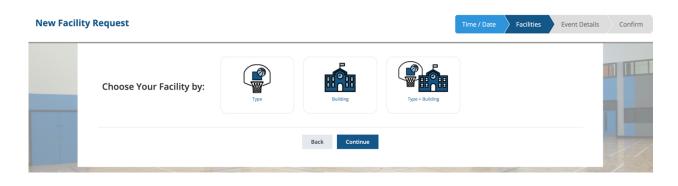
- 1. Go to the "Staff Resources" webpage: <u>https://www.afasd.net/district/staff-resources.cfm.</u>
- 2. Scroll down and click "Facility & Vehicle Request".
- **3.** If you have not been setup as a "Requester", you must follow the instructions to do so by clicking "Become a Requester".
 - a. Once you "Become a Requester", enter your Username and Password in the boxes below and "Login".



- **4.** The next screen asks to click your event dates related to your request in the calendar. In addition, you must select a "Start Time" and "End Time" for your request.
 - a. Once you have your dates & times entered, click "Save & Continue" at the bottom of the window.

	Click all your Ev	ent Dates on the	e calendar below	
Click W to Select all Wednesday in t Blocked Dates with no allowed Blocked Dates with allowed boo		of consecutive dates.		Note: This is a 4-step process and choosing the
O Previous			Next O	time/date is the first step.
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31 April 2024	May 2024	June 2024	31 July 2024	
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- 5. The next screen will ask the type of facility or vehicle you are requesting.
 - a. To choose a **vehicle**, you can choose any of the 3 choices.
 - i. If you choose "Type", your next choice should be "Vans"
 - ii. If you choose "Building" or "Type+Building", your next choice should be "Vehicles"
 - 1. <u>Any</u> of these choices will get you to the vehicle request screen.
 - b. To choose a <u>facility</u>, make a choice from "Type" or "Building" or "Type+Building" and then choose what best fits your request from the drop down menu.



If you are requesting a facility, please skip to Step #7 (Step #6 is for requesting vehicles only).

6. Choose a vehicle from the list and click "Continue."

		Select your desired Fac	ilities			
Select	Facility Name		Building	Rate	Conflicts	Additional Info
	Van #16 / 1-7 Passenger (Vans)		Vehicles	\$0.00 hourly	0	View
	Van #17 / 1-7 Passenger (Vans)		Vehicles	\$0.00 hourly	0	View
	Van #18 1-7 passenger (Vans)		Vehicles	\$0.00 hourly	0	View
	Van #21 / 1-7 Passenger (Vans)		Vehicles	\$0.00 hourly	0	View
	Van #24 / 1-10 Passenger (Vans)		Vehicles	\$0.00 hourly	0	View
	Van #26 / 1-10 Passenger (Vans)		Vehicles	\$0.00 hourly	0	View
	Van #32 / Box Truck (Vans)		Vehicles	\$0.00 hourly	0	View
	Van #33 1-10 Passenger (Vans)		Vehicles	\$0.00 hourly	0	View

7. Choose a facility from the list and click "Continue."

w Fac	ility Request	Time	/ Date Facilities	Event De	etails Cont
		Select your desired Facilities			
Select	Facility Name	Building	Rate	Conflicts	Additional Info
	AFE - Gym (Gym)	Adams-Friendship Elementary	\$0.00 hourly	0	View
	AFHS - Gym (Gym)	Adams-Friendship High School	\$0.00 hourly	0	View
	Main Court (Gym)	Adams-Friendship High School	\$0.00 hourly	0	View
	South Court (Gym)	Adams-Friendship High School	\$0.00 hourly	0	View
	AFMS - Gym (Gym)	Adams-Friendship Middle School	\$0.00 hourly	0	View
	GM - Gym (Gym)	Grand Marsh Elementary	\$0.00 hourly	0	View
	GM - Gym (Gym)	Grand Marsh Elementary REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved change * Text in RED indicates building/location unavailability		0	Viev

- 8. Enter details for your request in the window shown.
 - a. Setup Notes typically include:
 - i. Chair & Table Counts
 - ii. Layout of Space/Room
 - iii. Non-school request for technology
 - iv. Staff request of technology must be done through TC support ticket
 - v. Need for custodian or change of garbage

	Enter your event details below	
vent Name *	Group Size *	0
etup Notes *		
lick below if you w	ant to attach a file(s) to this request	
Click below if you w		
Click below if you w	ant to attach a file(s) to this request Drop files here to upload or click to upload	
Click below if you w		

- **9.** Review the details for your request and if all request information is correct, click "Submit Request."
 - a. Once processed you will receive a confirmation email with the status of your request.