

Requesting Use of District Facilities and Vehicles

Tutorial available on District Website under Staff Resources:

<https://www.afasd.net/district/staff-resources.cfm>

**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.

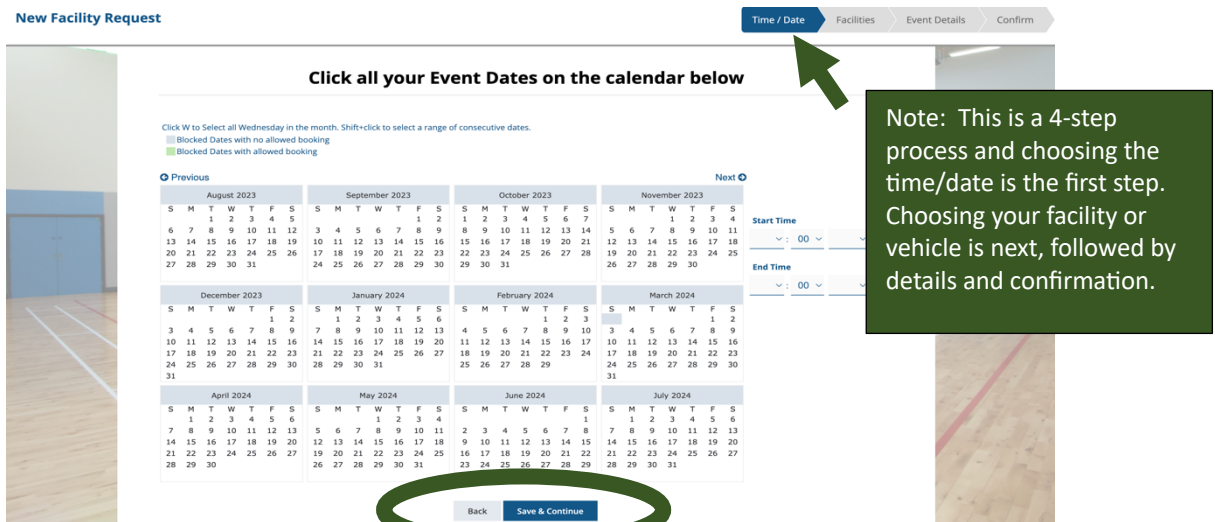
Vehicle Reminders:

- 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.

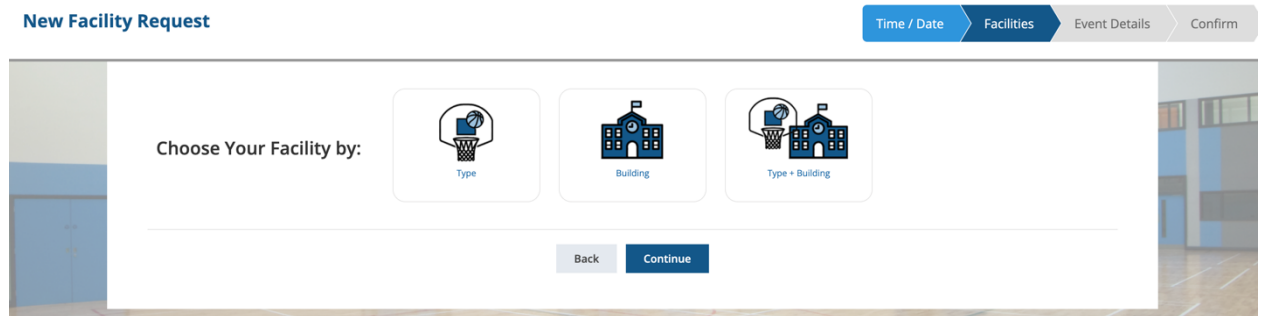
1. Go to the “Staff Resources” webpage: <https://www.afasd.net/district/staff-resources.cfm>.
2. Scroll down and click “Facility & Vehicle Request”.
3. If you have not been setup as a “Requester”, you must follow the instructions to do so by clicking “Become a Requester”.
 - a. Once you “Become a Requester”, 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.

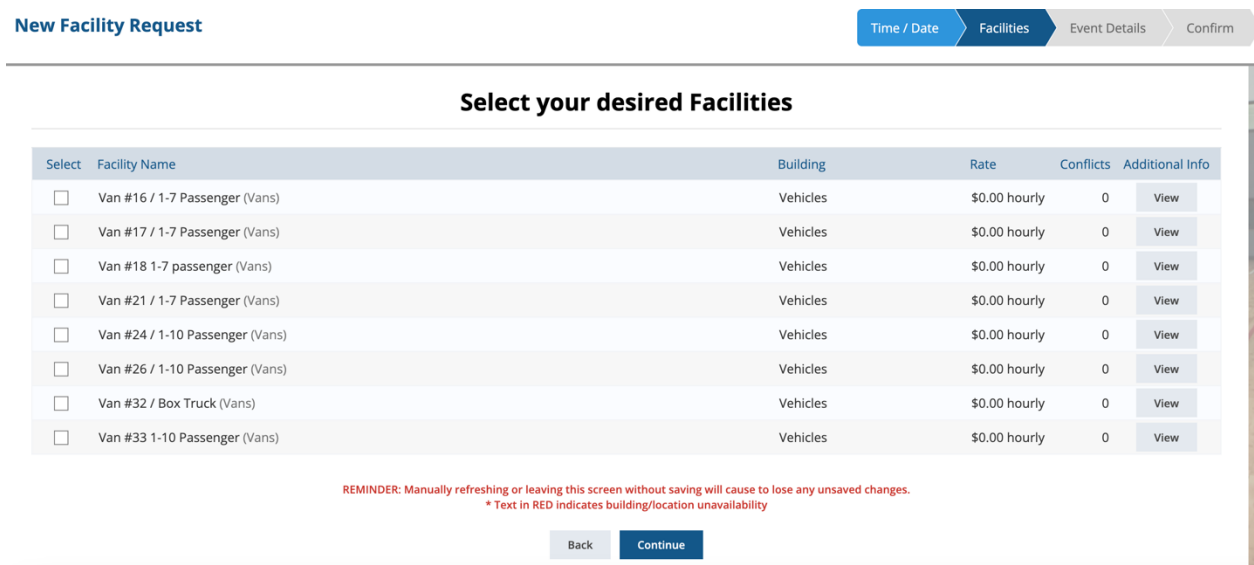


5. The next screen will ask the type of facility or vehicle you are requesting.
 - a. To choose a **vehicle**, you can choose any of the 3 choices.
 - i. If you choose “Type”, your next choice should be “Vans”
 - ii. If you choose “Building” or “Type+Building”, your next choice should be “Vehicles”
 1. *Any of these choices will get you to the vehicle request screen.*
 - b. To choose a **facility**, 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.”



7. Choose a facility from the list and click “Continue.”

New Facility Request Time / Date Facilities Event Details Confirm

Select your desired Facilities

Select	Facility Name	Building	Rate	Conflicts	Additional Info
<input type="checkbox"/>	AFE - Gym (Gym)	Adams-Friendship Elementary	\$0.00 hourly	0	View
<input type="checkbox"/>	AFHS - Gym (Gym)	Adams-Friendship High School	\$0.00 hourly	0	View
<input type="checkbox"/>	Main Court (Gym)	Adams-Friendship High School	\$0.00 hourly	0	View
<input type="checkbox"/>	South Court (Gym)	Adams-Friendship High School	\$0.00 hourly	0	View
<input type="checkbox"/>	AFMS - Gym (Gym)	Adams-Friendship Middle School	\$0.00 hourly	0	View
<input type="checkbox"/>	GM - Gym (Gym)	Grand Marsh Elementary	\$0.00 hourly	0	View

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.
* Text in RED indicates building/location unavailability

Back Continue

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

Event Name * Group Size * 0

Setup Notes *

Click below if you want to attach a file(s) to this request

Drop files here to upload or click to upload

Back Continue

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.