

OUTSIDE ORGANIZATION MAKING A "USE OF FACILITIES" REQUEST

OUTSIDE USER GROUP

Creates an account on Facilitron, goes through the website to make a "Use of Facilities" request. If a Non-Profit, the group will need to supply Facilitron with proper documentation. Also required is a Certificate of Insurance and acceptance to the terms and conditions. Fees for use are pre-determined in Facilitron and will be outlined when a user is making the request.

SITE PRINCIPAL

The Principal MUST pre-approve or decline the request. If declined, a reason shall be provided.

M&O

Begins to review the request, but will not take action until the site makes their recommendation.

SITE PRINCIPAL DECLINES No permit issued.

M&OTo review all denials

<u>APPROVAL</u>

SITE PRINCIPAL PRE-APPROVES Goes to M&O for final approval

M&O DECLINES

Reason for denial will be provided.

M&O APPROVES

Permit is issued upon approval but does not become valid until est. fees have been paid in full.

APPLICATION FINALIZED

Once payment for use of facility is received by Facilitron, the permit will be valid. If no payment is received the permit will be invalid.

To find SMUSD on Facilitron please visit: www.facilitron.com/smusd92069

Facilitron will determine if a user group qualifies as a non-profit organization. If you are new to Facilitron you will need to make an account before you can make a request. If you have any questions in regards to "Use of Facilities" you may contact the M&O Department at (760) 290-2643. You may also visit our website for our schedule of fees at https://smusd.org/departments/maintenance_and_operations_department
Facilitron also has great support videos to help users navigate through their system. Please visit https://support.facilitron.com/support/solutions/33000135323 or you can call Facilitron at 1-800-272-2962.