

Submitting a Facility Rental Application

The following step by step directions will walk you through submitting a Facility Rental application. If you have any questions or difficulties submitting the application, contact the Rental Office (720-433-1112, 720-433-1113 or 720-433-1117).

- Go to the Douglas County School District website at www.dcsdk12.org.
- From the home page, click on the A-Z button on the right hand side of the page.
- Scroll down to the letter F and click on the [Facility Rentals](#) link.
- Click on the [Application](#) link on the left hand side of the Office of Facility Rental page.
- Read the Facility Rental Application terms and click on the blue “Click Here To Accept These Terms” at the bottom of the page.
- Current SchoolDude users (those who have submitted requests before), Enter Email and Password.
- If you have never submitted a SchoolDude request, click on the drop down arrow to setup an account and click submit. If asked for an organization account – enter organization account number **184871636** (this is not your organization name, this field should pre-populate).
- Start the application process by clicking on the appropriate schedule (Normal, Recurring or Irregular Schedule).
 - *Normal Schedule* – use for single or multiple date request(s). The date(s) must have the same location, room(s) and time.
 - *Recurring Schedule* – use for requests that happen either daily, weekly or monthly for a period of time (i.e... every Monday or every Tuesday/Thursday from August to December). The dates must have the same location, room(s) and time.
 - *Irregular Schedule* – use for a single date or multiple dates with multiple rooms and times.
- If submittal password is needed – the *submittal password* is the word **password** (all lower case).
- All fields with a red check mark in front of them *must* be completed. Do **not** populate the “Area” field, leave the default ‘select area’ as is.
 - The “Status” field needs to remain as ‘Submitted’.

- Populate the “Rooms” field by clicking on the binoculars next to the field and choosing the rooms you would like to rent.
- The “Start Time” is when you arrive at the facility. The “End Time” is when you leave the facility. The “Setup” and “Breakdown” times are the same as the start and end Time.
- The “Duration” field should auto-populate.
- The “Organization” field can be populated by clicking on the binoculars and choosing your organization. If your organization is new to Douglas County School District, type in your organization name in the “new organization” field.
 - Choose the contact name by clicking on the down arrow in the field or enter you first name, last name, email, phone number and billing address.
- The following fields without a red check should be populated:
 - Insurance Information
 - Setup Requirements - Custodial, Performance Lights & Sound, Performance Management, Security Services can be chosen. Include specific requests in the Service Description box.
 - Number Attending
 - Other Needs – Additional notes for, or requests of, the school regarding the event and space needed should be put in this box.
 - Booked By – Add first and last name and email.
 - File Attachments – A current General Liability Insurance certificate for \$1,000,000 with Douglas County School District, 620 Wilcox St. Castle Rock, CO 80104 listed as an additional insured can be attached by clicking on the ‘Add New File’ link. Please note – current insurance on file is not required to submit the application. The Rental Office will collect a current copy of insurance after approval on the facility request.
- Click the “Save” button at the bottom of the page to submit your request. The application will be routed to the school. Each school will approve or decline the facility request(s).
 - One facility request for each school is required. If submitting for two or more schools please submit the first request, go back to the top of the page and click on “New Schedule” tab to exit and start a new application. Do **not** change the school or dates in the current application. If you change the school or dates, this will cause the previous application to override and the last school submitted for will be the only application submitted.