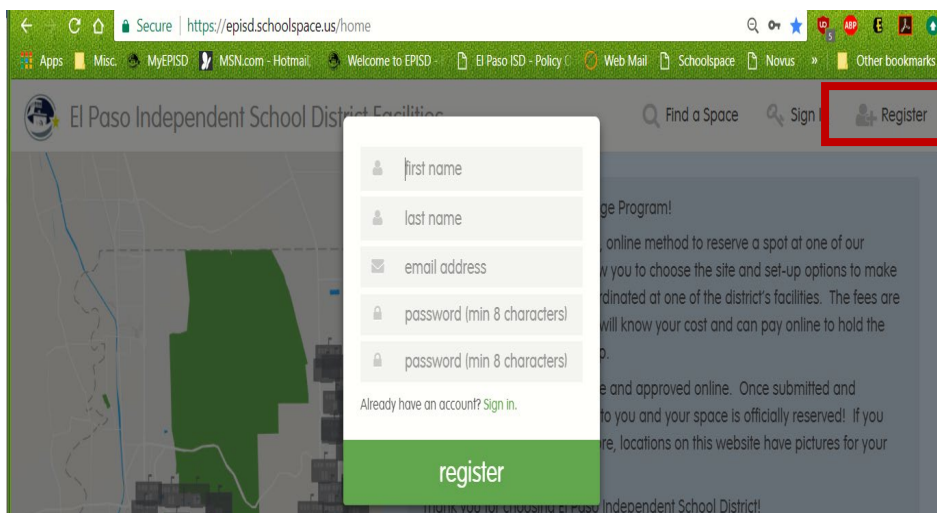# RENTERS GUIDE

Over the summer of 2017, we started the High Schools on an online Facility Use Request program. The Middle Schools have since been added and now we have added the Elementary Schools. We anticipate to have everyone fully using the online system by the next school year 2018/2019, i.e. August 2018. This new system will hopefully replace ALL paper requests. This online program will not only help reduce our paper output, but also help with the scheduling of the Air and/or Heat, coordinating tasks with the Custodians, help with any possible calendar overlaps/conflicts, and hopefully just make the process easier and quicker.

Please go to the link below and bookmark the page. This is where you will be signing in and submitting your campus requests. You will sign in by clicking on the "Register" icon. You will need to register as a new user.

https://episd.schoolspace.us

To register, you will click on the Register Icon in this area.

You will then fill in the fields in the popup box and click on Register.

Once you have registered and signed in, you will get the next screen.

NOTE: You should receive an email requesting you to confirm your registration or change of password. This is a time sensitive email so you need to respond promptly by following the link in the email. If you do not see it in your "Inbox" please check your "Spam/Junk" folder. Since the last update to Outlook, these emails from "Opsupport" have been going to this folder. If you do find it there make sure you indicate that it is not "Spam", please move it to your "Inbox" otherwise you may not see the active link.

Once you are in, you will see the screen below. Click on your name and a dropdown box will appear. Select "Dashboard."
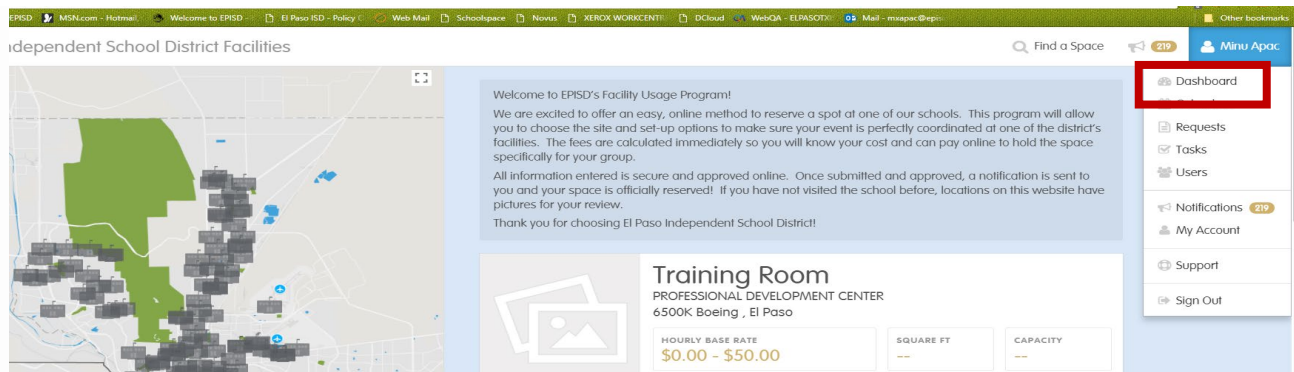
And now you will see the next screen.
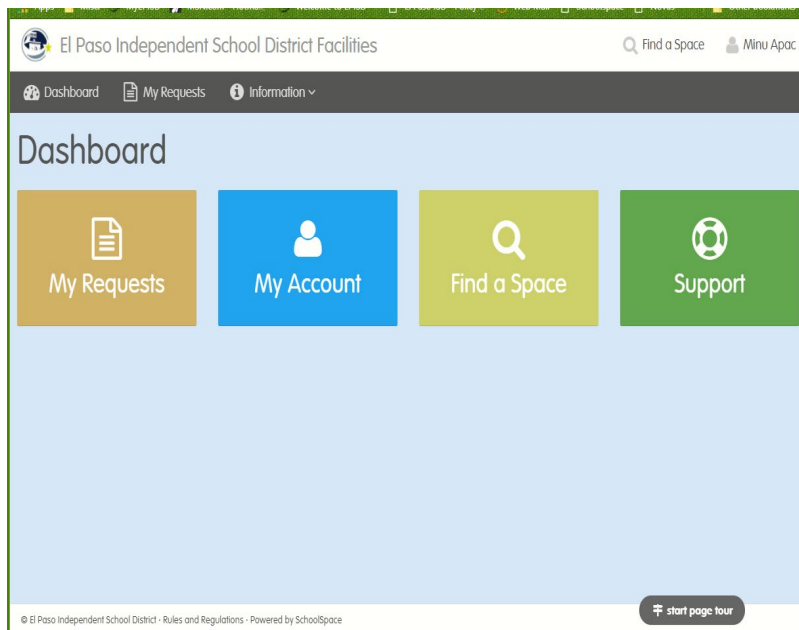
The Gold box will have the number of any requests you have made. The Blue Box is your profile or where you can update any personal information and also list your requests. The light green box is where you will click to submit a new request. And the Green box is where you can get more Q&A information on how to submit requests, make payments, etc. (Please note the colors I see may vary from what the user sees depending on your monitor.)
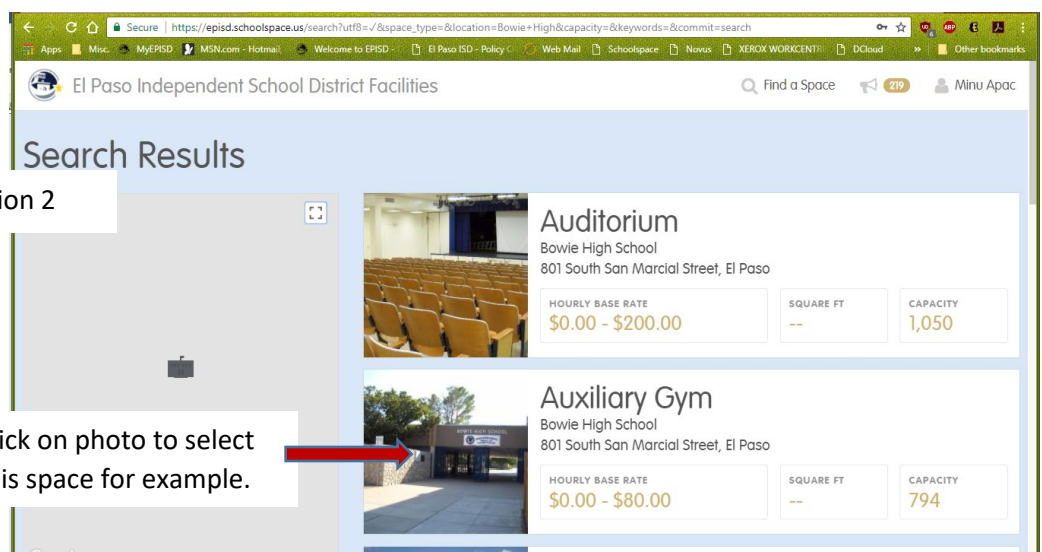
To start a request, click on the light green box: You will get a popup box. I would recommend selection Option 2 if you already know what campus you will need.
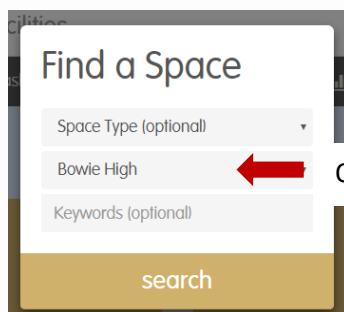
Option 2

Click on photo to select this space for example.

On the screen to your right you will see a list of spaces available. You will have to scroll down the page to see all the spaces. If you use the First Option, they should be listed in Alpha by Campus.

If you used Option 2, you will scroll through the spaces on the right hand side and once you see the space you want, you just click on the picture or where the picture would be of the location and a new window will open up (as shown above).

Once you have selected your location, begin your request by filling in the fields. You must make sure you are selecting the correct Rate Group or your request may be rejected or you may even be charged fees when in reality you normally would not. If you hover over the words "RATE GROUP", you will be able to see what each group is so that you select the appropriate group. Or on the Dashboard Bar at the top, there should be "Information" that you can click on and read the Rules and Regulations and Group Rates. If a Class II was selected, you will be required to upload a 501c3 Non-Profit letter. If it is a Parks and Rec sponsored group ,we will need something in writing approved by Parks & Rec. A student roster with each student's name and the campus they attend may be required to be uploaded to the "Documents" tab. If the student roster does not meet 60% or more EPISD student requirement, you may need to pay fees to use the facilities. If a non-profit wants an event on a weekend for example, and they require a custodian, they may have to pay some fees as well. If these documents are not uploaded at least 20 days before the event, the request will be denied.

Please make sure all the questions at the bottom are answered, especially questions 1-3. If the event is School or District sponsored, please make sure you answer yes to at least one of these, otherwise, you will be charged a fee. If it is a Fund Raiser, please make sure that an APPROVED Fund Raising Application is uploaded to the documents tab. If this document is not uploaded by at least 20 days before the event, then the request will not be approved.

When entering your requests, please be as detailed as possible in the "Description" field. You may not necessarily always find a specific location, e.g. Concession Stand at the High Schools. This is part of the Stadium/Football field so you would have to select that space and specify the

Concession stand as part of the description. For meeting rooms in the Library, you would select the Library and in the description field ask for the meeting room.

Add more than one date, or add more than one location.

The request should look like the screen on the left. As you can see, there are several days there, each day must be entered individually. The system will not accept a group range for Ex.: Feb. 22 - Feb. 28, on a single line. When adding more than one day, you can click on the brownish button at "+ add dates" and it will allow you to add as many days as you want and allow you to select, for ex.: every Monday for 4 weeks or every Tuesday and Thursday for 6 weeks or any combination you may need. You may also add more than one location for your event. For example, if you need to use both the Gym and the Cafeteria, you can click on the brownish "+ add another location" button or for any combination of areas that may be available.

Another important tab is the "Message" tab. Here you can ask questions of any of the individuals listed under the section by clicking on the box next to their name.

You can ask questions of the staff listed and get responses via the same method.

When you post a message, it will generate a message to the email on file for those you checked off. They can respond to the message in the same fashion by clicking on the link in the email which will take them to the request or vice versa. The link appears just below the gold box.

This is what the email message will typically look like.

Please make sure you notify the Secretary (Elementaries/Middle Schools) or the Student Activities Manager (High Schools) that you will need Custodial or Police Services support. If the event goes beyond the time the Custodian clocks out for the day you will likely need one. If the event is on a weekend you will also need one unless an Administrator is there during your event. Typically if the event is over 100 people you will likely need a Police Officer or more depending on the size of the event.

If Custodial or Police Services are going to be required please keep in mind that we will need to know if the fees will be paid by the PTA, Boosters, Club or from a Fundraiser.

Once all the approvals are done and any questions have been answered, if any, you will receive an email to confirm your event. This will be the final step you will need to complete.

If you see any discrepancies or do not agree with the terms, you can contact our office at the numbers listed below.

Click on the link in the email and it should take you to your request. IT IS IMPORTANT that you accept this agreement, otherwise you risk losing the space. Please read the "Terms and Conditions", and make sure you understand them. Review your request and if there are any fees, submit your Credit Card or Checking Account information and accept the agreement.

IMPORTANT: The events must be accepted and paid for if necessary at least 10 days prior to the event. It is important that you submit all requests with plenty of time because the requests usually have to be approved by several departments. If the request is not confirmed by the date of the event, the request will automatically cancel and it will send out messages to cancel to any custodians, police or theater techs that were assigned and the AC or heat will be canceled.

Please do not hesitate to call if you run into any issues. My name is Minu Apac and my number is 230-2423 or you may email me at mxapac@episd.org. Or if I am not available you can also contact Gloria Hinojos at 230-2415 or email her at gxhinojo@episd. Org. For questions regarding fees, you may contact Accounts Payable at 230-2137. If you have any other concerns you may contact Nicholas Corona at 230-2423 or npcorona@episd.org.
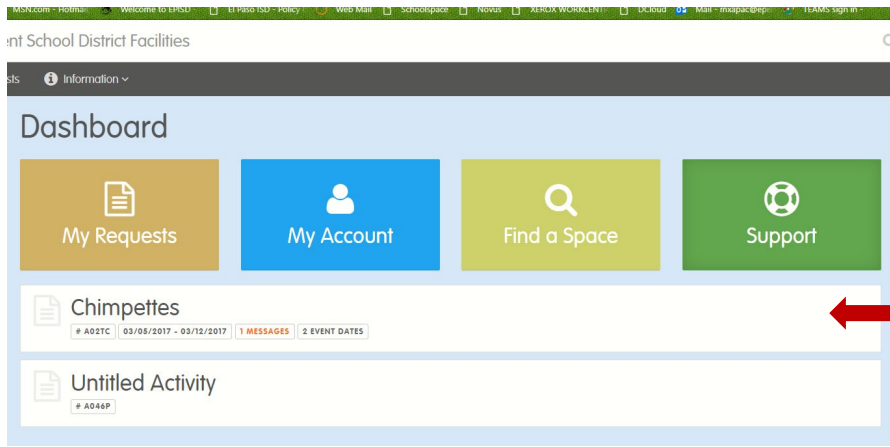
If you need to go back and check on your request to make changes, upload documents or just to see what the status of your request is, all you need to do is sign in. Click on your Dashboard and you will see what your pending requests are below the colored boxes. Just click on the request you want to look at.

Again, if you need additional help, please feel free to call at anytime.