

# Instructions for Creating a School Dude Account with Seattle Public Schools

1. Go to this page: If the link is out-dated, search for "Seattle Public Schools Building Rentals"  
<http://www.seattleschools.org/cms/one.aspx?portalId=627&pageId=15599>

Seattle Public Schools

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SEATTLE PUBLIC SCHOOLS • DISTRICT • DEPARTMENTS • FACILITY OPERATIONS • PROPERTY MANAGEMENT • BUILDING RENTALS IN OPERATING SCHOOLS

### Building Rentals in Operating Schools

## Hourly Building Rentals

Occasional uses, Parks Department uses and uses are under interagency joint use agreements in operating schools are handled through building use permits. Procedures for hourly space rentals are described in the link below under this Hourly Building Rental Section. Contact Hourly buildingrental@seattleschools.org or 206-252-0640. All facility use is cancelled when the facility/building is closed due to an emergency and/or inclement weather.

The Scheduling Calendar for use of SPS facilities is open to Community Scheduling for the current school year 2016-17. Please expect at least 15 working days to process online schedules for use of the requested facility.

Community Scheduling begins two weeks after school begins while District needs are being established. Some schools may take a little longer to confirm availability in order to establish their school's events for the new school year.

We only accept Checks or Money Orders. We do NOT accept cash or credit cards.

Upon receipt of an approved Schedule, the Building Rental Coordinator will review the Schedule to ensure that the request is in compliance with School Board policies. When all the following requirements are met, the online Schedule will be activated and an email notice sent to the contact person on the Schedule. Use of the facility is not authorized until the online Schedule has been changed to "Activated".

Community Nights in School Libraries Program

#### Contact Us

Property Sales/Long Term Leases:  
Kathy Johnson  
kjjohnson@seattleschools.org  
206-252-0653

Building Leases:  
Lewis Carlson  
lcarlson@seattleschools.org  
206-252-0633

Hourly Building Rentals:  
Eleanor Lockett  
buildingrental@seattleschools.org 206-252-0640

#### Additional Links

- SPS Community Use-Reservation Request Site
- SPS District Staff
- SPS District Staff (Schedulers/ Approvers Only)- Reservation Request/Review Site
- Test Only (DO NOT USE)-Automation of Rent Waiver Form using DocuSign (Only for Authorized Users/Testers)

2. Scroll down to "Additional Links" on the right-hand side of the page. Click on the "Reservation Request Site."

2. Click on "Log in to Request Facility Use" in the Upper Right Corner

OA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth

Seattle Public Schools Building Rentals



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Search for

Calendar Filter

View event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

--View All Organization

--View All Locations--

Filter Starting

--View All Organization

Description

Month Calendar

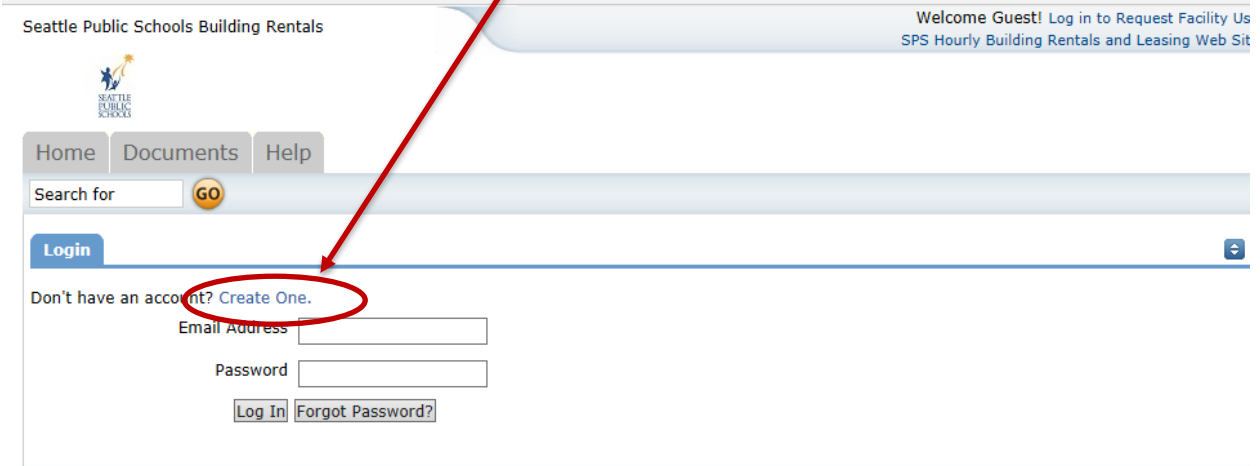
30 Month 7 Week 1 Day Event List

| March 2017 |        |        |         |   |   |   |   |
|------------|--------|--------|---------|---|---|---|---|
| Prev       | Sunday | Monday | Tuesday | Wednesday   | Thursday  | Friday  | Next  |
| <          | 26     | 27     | 28      | Mar 1<br>Child Care<br>Launch Before and After Care<br>Launch Before and After Care | 2<br>Child Care<br>Launch Before and After Care<br>Launch Before and After Care | 3<br>Child Care<br>Launch Before and After Care<br>Launch Before and After Care | 4<br>Licensed Childcare<br>Rainier Scholars<br>Saturday Classes<br>Librarians Meeting |

Welcome Guest! Log in to Request Facility Use  
SPS Hourly Building Rentals and Leasing Web Site

## Instructions for Creating a School Dude Account with Seattle Public Schools

3. If you don't have an account, create one. Otherwise, log in.



Seattle Public Schools Building Rentals

Welcome Guest! [Log in to Request Facility Use](#)  
[SPS Hourly Building Rentals and Leasing Web Site](#)

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Login

Don't have an account? [Create One.](#)

Email Address

Password

4. Accept terms and Agree to register an account.



Seattle Public Schools

Welcome Guest! [Log in to Request Facility Use](#)  
[SPS Hourly Building Rentals and Leasing Web Site](#)

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Terms And Conditions

In order to register, you must agree with the following terms and conditions:

GENERAL RULES AND REGULATIONS FOR USE OF SPS FACILITIES Rev. May2015

1. Only persons 18 years or older may be the contact person/person of record submitting the online schedule for use of SPS facilities/properties and will be considered the representative(s) of the organization (ORGS) and will be responsible for recoverable fees/costs associated with use of SPS facilities, buildings or property. Acceptance of rules constitutes a legally binding document. All ORGS using school facilities shall provide an adult supervisor who shall remain with the group during all activities and be responsible for the group's conformance with applicable rules and regulations.
2. Applicant/Organization (A/O) is responsible for the safety and conduct of its participants and spectators. The A/O shall not practice discrimination of any kind. Boisterous conduct, profane or other improper language is prohibited.
3. The A/O agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports;

I have read and agree to abide by the terms and conditions stated above.

[Agree and Register](#) [Print Agreement](#) [Decline Registration](#)

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SID: COM09 Welcome to the Seattle Public Schools Community Use portal for requesting use of our school facilities. Please see the Documents tab for quick reference guides. Also, please allow up to 15 working days for any facility use request to be processed. If you need technical assistance in use of the SPS Community Use portal, please contact SchoolDude Tech Support at 1-877-868-3833. For assistance on Building Rental process & procedures please call SPS Building Rentals 206.252.0640

[Terms and Conditions](#)

## Instructions for Creating a School Dude Account with Seattle Public Schools

5. Fill in the required fields. Click “Save and Next” and follow instructions.

The screenshot shows the 'Step 1 of 3: Personal Profile' registration wizard. It includes sections for 'My Contact Settings' with fields for First Name, Last Name, Email Address, Phone Number, Cellular Phone, and Your Address. A note states: 'Note: This is your Contact Address. You will enter the organization address on the \* next page.' Below this is the 'Password Settings' section with fields for Password and Verification, and a checkbox for 'Check here to remove self from all event-related email notifications.' At the bottom, there is a 'Legend' section with a 'Required Fields' indicator. The footer contains the user ID 'SID: COM09' and a welcome message.

6. Fill in information for your organization.

The screenshot shows the 'Step 2 of 3: Request Organizations' registration wizard. A red arrow points from a text box on the left to the 'Organization Type' dropdown menu. The 'Request Your Organization' section contains fields for Organization Name (filled with 'VR PTA'), Organization Type (dropdown menu), and Organization Address (filled with '6500 46th Ave NE Seattle, WA 98115'). There is a checkbox for 'Use Your Contact Address as Organization Address' and an 'Add Organization' button. Below this is a 'Requested Organization List' table with columns for Organization Status, Organization Name, Organization Type, and Address. The table is currently empty, showing 'No record found'. The footer includes a 'Legend' section with 'Required Fields' and 'Sort On This Field' indicators.

7. Select Group 1 Community Rent

8. Email [afterschool@viewridgeschool.org](mailto:afterschool@viewridgeschool.org) when you have finished this process. Ask your After-school coordinators if you have questions.