



Facility Masters Webcast Series

Community Use of School Facilities: Managing the Risks

Thursday, July 22nd
12PM Eastern



To dial into the webcast audio from your phone:
1-800-686-2368

This seminar is
endorsed by



**PUBLIC SCHOOL
RISK INSTITUTE**

This series is made
possible by





Today's Speakers



Roger Young, Roger Young & Associates



Beth Kerr, Clarkston Community Schools, MI



Lee Gaby, Public School Risk Institute, GA

Your Moderator



Justin Turner, Applications Engineer – SchoolDude.com



Today's Agenda

- **Community Use and Risks** – *Roger Young*
- **Risk Manager Perspective** – *Lee Gaby*
- **School Best Practices** – *Beth Kerr*



• Questions

- **Software Demonstration FSD** – *Justin Turner*



Endorsements



www.nspma.org



www.schoolrisk.org



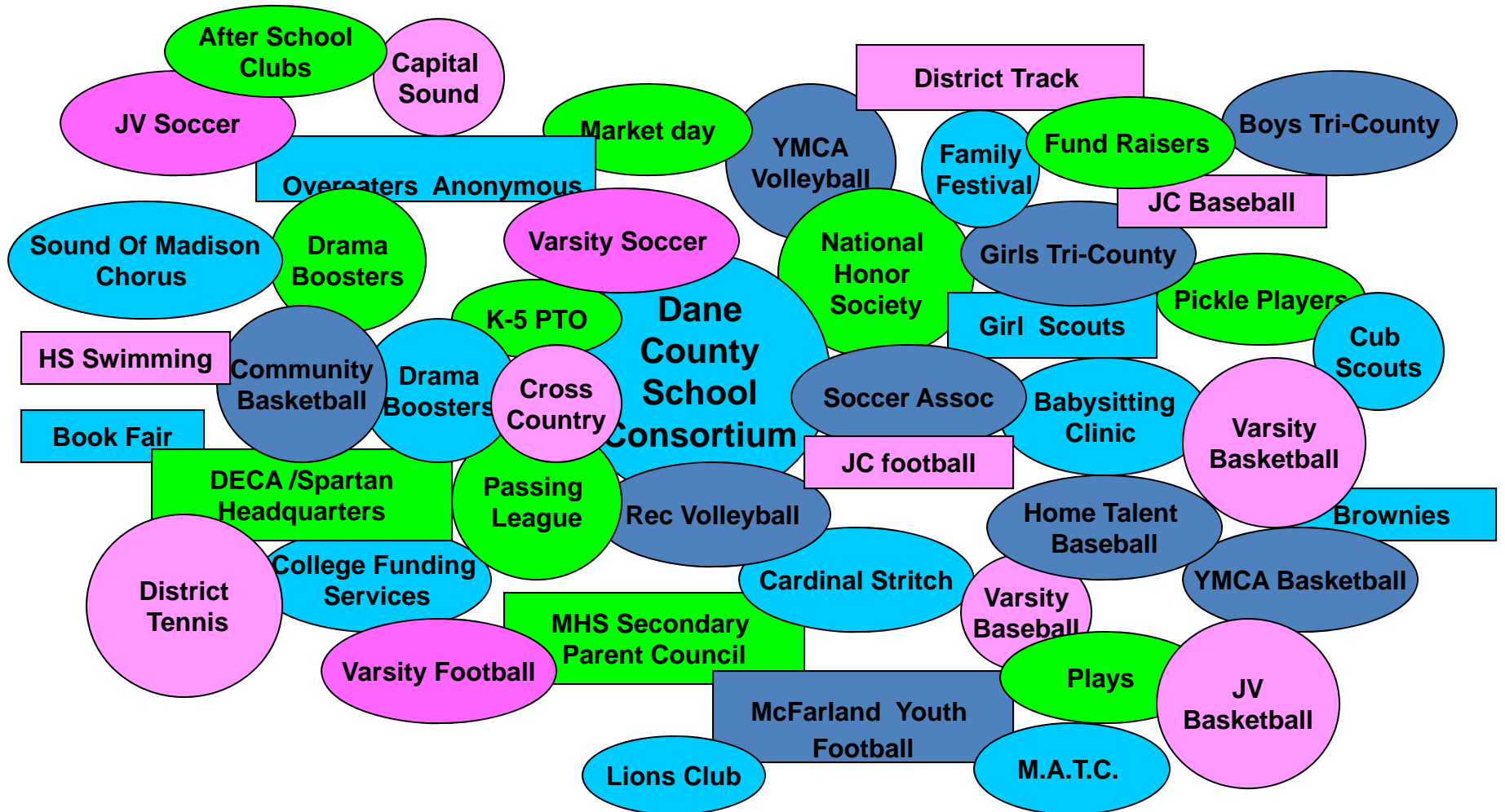
Community Use of Schools ...

- 24/7
- Community Expectations
- Wide Range of Activities
- Wide Range of Areas Used
- Wide Range of Community Requesters





Facility Use Challenges



Gary Baier - McFarland and Oregon SD, Wisconsin



Managing Risks ... Strategic

- **Know the School Facilities**
 - Inventory of available spaces
 - Anticipate problems
- **Identify Potential Risks**
 - Public Relations
 - Personal Injury
 - Property Damage
 - Dollar Cost to District
- **Utilize Best Practices**



Know the School Facilities

- Inventory of spaces and building layout
- Identify specialty areas (auditorium, gym, fields, classrooms, cafeteria) and potential problems/issues
- General agreement for availability
- General agreement for activity in an area



Specialty Area

- Auditorium, cafeteria, shop, art
- Constant supervision
- Equipment and area in good repair
- Provide training or provide support



Inspect For

- Building or Fire Code Violations
- Electrical Hazards
- Personal Hazards
- Chemical
- Mechanical
- Tools
- Poor Working Habits
- “Fresh set of eyes”



Identify Potential Risks

- **Public Relations**

- Inconsistent practices/procedures/policies
- Double booking
- Failure to notify school staff of event
- Canceling an event due to maintenance issue
- Making it difficult to use school facilities
- Failing to communicate expectations
- Not knowing who is in the buildings



Identify Potential Risks

- Personal Injury

- Activity not appropriate for area being used
- Inadequate supervision
- Hazing
- Equipment / area poorly maintained
- Infrequent inspection of areas



Identify Potential Risks

- Property Damage
 - Activity not appropriate for area being used
 - Inadequate supervision
 - Equipment / area in poor condition
 - Infrequent inspection of areas
 - Knowing when the damage occurred
 - Inadequate insurance coverage



Identify Potential Risks

- **Cost to District**

- School districts do not budget for community use of schools
- Staff (scheduling, coordination, approvals and cost recovery)
- Custodial Costs
- Energy Costs
- Wear, Tear and Repair



Risk Awareness and Treatment

Risk Manager Perspectives



Lee Gaby, Executive Director



Sound Practices

- Clear policy and regulations
 - Attorney review
- Identify and limit the types of activities
 - Avoid anything that could be “extreme”
- Think security
- Know the condition of the spaces/inspect after
- Confer with your insurance provider
- Community use is a “privilege”
- Require insurance coverage
- Keep a record of all problems



Community Events to Avoid

Level 4

These risks are considered High Hazard and must be referred to Safety Officer/Risk Manager.

Aircraft and Balloon Events Marathon (Walking, Running, etc.)
Animal Acts and Shows Mechanical Amusement Devices
Any event with daily attendance over 5,000
Any risk with Prior Losses Motorized Sporting Events
Overnight Camping
Armed private security used at an event
Block Parties/Street Closures/Street Fairs Promoters
Boxing, Wrestling, Hockey and Football Games
Carnivals Rodeos and Roping Events
Circus and Carnivals - Non Domesticated Animals
Concerts - Not Otherwise Classified
Exhibitions
Film Production
Gun and Knife Shows Swimming, Swimming Pool Facilities
Professional Sporting Activities
Pyrotechnics
Rap and/or Heavy Metal
Rummage Sales
RV Shows
Ski Events
Swap Meets
Tractor Trailer Pulls



Know the Limitations of the District's Coverage

- Annually review coverage plan with district's risk manager, coverage advisor/ self-insurance group rep.
- Advise principals and facility staff never to make offers to "fix it" or pay for treatment.
- Report promptly any injury or damage according to loss management procedures.



**Clarkston
Community
Schools**

Achieving Excellence

6389 Clarkston Road | Clarkston, MI 48346



Beth Kerr, District Scheduler



Clarkston Community Schools

- Northern suburb of Detroit, MI
- 8,200 students
- 12 buildings
- FY10 – over 16,000 events scheduled
- Policies and guidelines are in place
- Protect instructional program
- FY10 Cost Recovery - \$185,000-\$200,000



Best Practices

- Policies and practices are complete and up to date
- Implement a process for managing the community use of school facilities
- Communication
- Leverage technology



Facility User Permits

- Clarkston Community Schools Facility User Permit.
- Hold Harmless and Indemnity Clause.
- Insurance Requirements
- Acceptable Certificates of Insurance
 - * From User's Agent
 - * From TULIP Program



Why Require Liability Insurance

- To protect **your** district
- To protect the client contact personally
- To provide liability coverage and legal defense for claims



Protecting Your District

- Signed Contract with Hold Harmless Indemnity
- Waivers, releases and minor release forms
- Require Liability Insurance
- Always check with your organizations' legal advisors



Certificates of Insurance

- A Certificate of Insurance shows facility user has purchased an insurance policy
- Allows the school to determine if the insurance requirements of the contract have been met
 - pay for loss of or damage to property
 - pay judgments or settlements
 - protect the school if costs are incurred as a result of the insured's negligent acts or omissions
 - support the indemnification provisions of the contract



It confirms that client does indeed have insurance

ACORD CERTIFICATE OF LIABILITY INSURANCE OP ID: AV GIRLS-9 DATE (MM/DD/YYYY) 12/18/09

PRODUCER Hylant Group Inc - Ann Arbor 24 Frank Lloyd Wright Dr J4100 Ann Arbor MI 48105 Phone: 734-741-0044 Fax: 734-741-1850	INSURERS AFFORDING COVERAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>INSURER A:</th> <th>NAIC #</th> </tr> <tr> <td>Great American Assurance Co</td> <td>026344</td> </tr> <tr> <td>National Trust Insurance Co</td> <td>20141</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURER A:	NAIC #	Great American Assurance Co	026344	National Trust Insurance Co	20141	INSURER C:		INSURER D:		INSURER E:	
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INSURED Girl Scouts of Southeastern Michigan 3011 W. Grand Blvd., Suite 500 Detroit MI 48202	<p><small>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</small></p>												

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-SECT <input type="checkbox"/> LOC	PAC00002799710	01/01/10	01/01/11	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTALS/PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
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It tells you how much insurance

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		INSURER D:	
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It tells by whom they are insured

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID. AV: GIRLS-9 DATE (MM/DD/YYYY): 12/18/09

PRODUCER
 Hylant Group Inc - Ann Arbor
 24 Frank Lloyd Wright Dr J4100
 Ann Arbor MI 48105
 Phone: 734-741-0044 Fax: 734-741-1850

INSURED
 Girl Scouts of Southeastern Michigan
 3011 W. Grand Blvd., Suite 500
 Detroit MI 48202

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INSURERS AFFORDING COVERAGE

INSURER	NAIC #
INSURER A: Great American Assurance Co	026344
INSURER B: National Trust Insurance Co	20141
INSURER C:	
INSURER D:	
INSURER E:	

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It gives you the coverage date

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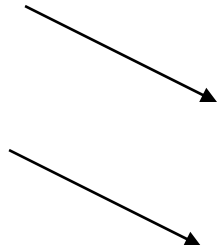
What is an additional insured?

- As an additional insured the School has coverage under the facility user's insurance policy
 - for claims and suits alleged by injured parties
 - For legal representation for a claim or lawsuit in which the School is named
- Without this coverage, the School would have to provide its own defense in the event it was named in a suit



It adds your organization as an additional insured and certificate holder

GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			GENERAL AGGREGATE: \$ 5,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000			
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below		WC00000713	01/01/10	01/01/11	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
OTHER						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Re - use of premises for Girl Scout activities. Additional Insured for General Liability - Clarkston Community Schools.						
CERTIFICATE HOLDER CLAC008 Clarkston Community Schools 6389 Clarkston Road Clarkston MI 48346				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 		



ACORD 25 (2009/01)

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Acceptable Insurance

- Users often have difficulty obtaining acceptable insurance
- Evidence of acceptable insurance is often questionable
- Limits may have been eroded, thus no claims may not be paid
- Limited number of carriers



Tenant User's Liability Policy (TULIP)

- **Tenant User's Liability Insurance Program (TULIP)** is a low-cost insurance policy that protects both the facility user and the owner
- The policy applies to bodily injury and property damage arising out of the use of the owner's premises by external users
- Premium costs are based on factors including: nature of the event, duration of the event, number of participants, level of risk of the event, and any other special requirements.
-



Risk Management

- Insurance
- Payment Type
- Renting Status

Expired Policies

01st Grade
 Tim's Insurance
 Policy No: 123456465
 Coverage Dates:
 1/1/2006 - 1/1/2007

Dude High School Football
 CRS
 Policy No: 327783B
 Coverage Dates:
 11/1/2005 - 12/1/2006

Joe's Basketball Team
 Policy No:

Organization Shortcuts

Account Setup Steps | My Organizations | Graph My Organizations | Print My Organizations

Legend: Indicates required information.

Quick Navigation

Organization Information | **Insurance** (You are here) | Departments | Web Site URLs | Contacts

Update Organization - Joe's Basketball Team

2. Edit Insurance Information

Indicates Required Information.

Company Nationwide Insurance

Policy Number NW-38478-387873

Coverage All Facilities

Coverage Date 6/30/2005 To 6/30/2006 Insurance has expired

Prev Step | Next Step

Update Organization - Joe's Basketball Team

1. Edit Organization Information

Organization Name Joe's Basketball Team

Address 4909 Waters Edge Drive
Suite 204
Raleigh, NC 27606

Invoice Type Charge back Payment No charge

Payment Type Invoice Contract

DO NOT RENT? Reason HAVE NOT PAID!!!

Organization Type Public Add New Organization Type

FEIN

Sales Tax Exemption No. Tax Exempt? Yes No

Notes

Check here if you need this Organization to show on Facility Scheduling.

Next Step | Delete



Organization Tracking

- Insurance
- Contacts
- Type
 - Non-Profit, Profit
- Payment

Organization Information

Organization Cheerleading Team Note

Contact Name -- No Contacts Available --

First Name Coach **Last Name** Cheer

Email coach@tpbuchanan.com **Day-Time Phone** xCheer

Evening Phone 555-1212 **Cellular Phone** 555-1212

Billing Address 113 Edingburgh South, Suite 200
Cary, NC 27511

Use Organization Billing Address

Document Number (e.g. contract or permit number)

PO Number

Insurance Information

Company InsuranceRUs

Company Policy No XYZ-123

Coverage everywhere

Coverage Dates 7/1/2005 To 6/30/2010

Organization Shortcuts

[Account Setup Steps](#) [My Organizations](#) [Graph My Organizations](#)

Legend: Indicates required information.

Quick Navigation

[Organization Information](#) [Insurance](#) [Departments](#) [Web Site URLs](#) [Contact](#)

You are here

Update Organization - Cheerleading Team

1. Edit Organization Information

Organization Name Cheerleading Team

Address 113 Edingburgh South, Suite 200
Cary, NC 27511

Invoice Type Charge back Payment No charge

Payment Type Invoice Contract

DO NOT RENT? Reason

Organization Type Internal Add New Organization Type

FEIN

Sales Tax Exemption No. Tax Exempt? Yes No

Notes

Check here if you need this Organization to show on Facility Scheduling.



Timing of Events

- Start and Stop
- Setup and Breakdown
- 15 minute increments
- Alternate Event Dates and Times

Start Time 4 30 PM
End Time 7 00 PM
Setup Begin Time 4 30 PM
Breakdown End Time 7 00 PM
 Duration 2 hours 30 minutes. Spans over 1 days.

Event Start Date		Event End Date		Alternate Event	
Event Start Date	Event End Date	Location	Event Start Date	Event End Date	
10/24/2006	10/24/2006				
10/31/2006	10/31/2006				
11/7/2006	11/7/2006				
11/14/2006	11/14/2006				
11/21/2006	11/21/2006				
11/28/2006	11/28/2006				
12/5/2006	12/5/2006				
12/12/2006	12/12/2006				
12/19/2006	12/19/2006				
12/26/2006	12/26/2006				
1/2/2007	1/2/2007				Canceled
1/9/2007	1/9/2007				
1/16/2007	1/16/2007				
1/23/2007	1/23/2007				
1/30/2007	1/30/2007				
2/6/2007	2/6/2007				
2/13/2007	2/13/2007	Dean Smith Center	2/13/2007 5:00PM	2/13/2007 8:00PM	
2/20/2007	2/20/2007				
2/27/2007	2/27/2007				



Automating Approvals

- Electronic Approvals
- Workflow can be set by Location/Building/Room
- Date/Time Stamp
- Conflict Resolution

Approve Schedule Requests

Waiting Your Approval 38257 - PTO Prep Conference

Event / Organization

Route To	Location Room / Zone	Begin / End	Begin/End Time Recurrence	Setup Begin Time Setup End Time
PTO Prep Conference / PTO Group				
Pat Buchanan				
Process/Approve Now		Dude High School LGI 200 / Meeting	1/31/2007 2/1/2007 2/8/2007 2/15/2007 2/20/2007 2/28/2007	4:00PM - 6:00PM Non-recurring
<input type="radio"/> Cancel	<input type="button" value="Decline Reason"/>			
<input type="radio"/> Decline	<input type="checkbox"/> Notify Booked By			
<input type="radio"/> Duplicate	<input type="checkbox"/> Notify Contact Person			
Approval Process				
Date Approved	Approved By	Note		
2/7/2007 1:24:43 PM	Williams, Roy	Have checked ins., it's fine		

Setup Schedule Status Routes + Add New

1 - 3 of total 3 listed First Prev Next Last

Send the requester an email notification of schedule request receipt, routing, and approval.

Status	Location Building	Room	When Routed To Route To Next	
<input type="button" value="Edit"/> Submitted	Dean Smith Center		Smith, Dean	<input type="checkbox"/>
<input type="button" value="Edit"/> Approved	Dean Smith Center		Smith, Dean Buchanan, Pat	<input type="checkbox"/>
<input type="button" value="Edit"/> Approved	Dean Smith Center	Main Cafeteria	Buchanan, Pat Kornegay, David	<input type="checkbox"/>



Conflict Resolution

Pick up Basketball game / Boy Scouts
 Pat Buchanan

Process/Approve Now

Cancel Notify Booked By
 Decline Notify Contact Person
 Duplicate

Dean Smith Center
 Basketball Game
 Court / Athletics

1/31/2007
 2/1/2007
 2/9/2007
 2/16/2007
 2/24/2007
 2/26/2007
 2/27/2007
 2/12/2007
 2/11/2007

5:00PM - 9:00PM
 Non-recurring
Conflicts Exist

Approval Process

Date Approved	Approved By	Note
1/25/2007 1:24:26 PM	Smith, Dean	

Event Start Date	Event End Date	Location	Event Start Date	Event End Date
10/24/2006	10/24/2006			
10/31/2006	10/31/2006			
11/7/2006	11/7/2006			
11/14/2006	11/14/2006			
11/21/2006	11/21/2006			
11/28/2006	11/28/2006			
12/5/2006	12/5/2006			
12/12/2006	12/12/2006			
12/19/2006	12/19/2006			
12/26/2006	12/26/2006			
1/2/2007	1/2/2007			Canceled
1/9/2007	1/9/2007			
1/16/2007	1/16/2007			
1/23/2007	1/23/2007			
1/30/2007	1/30/2007			
2/6/2007	2/6/2007			
2/13/2007	2/13/2007	Dean Smith Center	2/13/2007 5:00PM	2/13/2007 8:00PM
2/20/2007	2/20/2007			
2/27/2007	2/27/2007			

Event Title: Pick up Basketball game
Location: Dean Smith Center
Rooms Needed: Basketball Game Court

1 - 4 of total 4 listed << First < Previous 10 Next 10 > Last >>

Event Conflict(s):

Event Setup Time	Event Title	Schedule ID	Setup Begin Time	Setup Breakdown Time	Room(s) Used	
2/16/2007 5:00:00 PM - 2/16/2007 9:00:00 PM						No Conflict
2/24/2007 5:00:00 PM - 2/24/2007 9:00:00 PM						No Conflict
2/26/2007 5:00:00 PM - 2/26/2007 9:00:00 PM						No Conflict
2/27/2007 5:00:00 PM - 2/27/2007 9:00:00 PM						Conflict Exists! <input type="button" value="Cancel Schedule Event"/>
Conflicting Schedule - >	Cheerleading Competition	37166	2/27/2007 4:00:00 PM	2/27/2007 7:00:00 PM	Basketball Game Court	<input type="button" value="View/Change"/> <input type="button" value="Email Cancellations"/>

 << First < Previous 10 Next 10 > Last >>



Email Confirmations

Your approval requested - FS DIRECT (Event:Library Board Meeting) - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Extra line breaks in this message were removed.

From: FSDIRECT System Message [fsd_system@schooldude.com] Sent: Mon 2/12/2007 6:02 PM
 To: pb@tpbuchanan.com
 Cc:
 Subject: Your approval requested - FS DIRECT (Event:Library Board Meeting)

(Please do not reply to this message. It is a system generated message to notify you of a new schedule request. Click the below URL to process this request.)

The below new facility schedule request requires your review and/or approval.

FS Schedule ID: 38468
 Event Title: Library Board Meeting
 Event Time: 09:00 AM
 Event Date: 2/23/2007

Status: Approved
 Organization: Administration
 Location: Admin Building
 Building:
 Area (Buildings|Rooms): Board/Conference Room(Conference Room B) Click URL to approve/review:
http://www04.schooldude.com/toolbox/mydtfs/mydtfs_s/mydtfs_approveschedule.asp

From: FSDirect System Message [fsd_system@schooldude.com] Sent: Tue 2/13/2007 12:20 AM
 To: pb@tpbuchanan.com
 Cc:
 Subject: 38114 - FSDirect Task Notification

(Please do not reply to this message. It is a system generated message to notify you of a task. Click the below URL to process this work task.)

The following task requires your attention.

Organization: Athletics
 Event title: B&B World Cup
 Schedule ID: 38114
 Event location: Dude High School
 Event date is on: 2/18/2007 3:00:00 PM - 2/18/2007 4:00:00 PM
 Building:
 Area (Buildings|Rooms): Auditorium(Auditorium (main))

Task Description:
 Security: Rayray

Click here to review the task:
http://www04.schooldude.com/toolbox/mydtfs/mydtfs_s/mydtfs_tasknew.asp?taskid=47594

Sent Messages

Back to Schedule ID: 38114

Note:Email goes out every minute.

1 - 25 of total 46 listed

« First Previous 25 Next 25 Last »

Poster	Date Sent	Emailed To	Subject	ScheduleID
1	FSDIRECT System Message 1/19/2007 11:17:37 AM	pat@schooldude.com	Your requested schedule is activated.(Event:B&B World Cup)	38114
2	FSDirect System Message 1/20/2007 12:21:49 AM	pat@schooldude.com	38114 - FSDirect Task Notification	38114
3	FSDirect System Message 1/20/2007 12:21:49 AM	vc@sdude.com	38114 - FSDirect Task Notification	38114
4	FSDirect System Message 1/20/2007 12:21:50 AM	pat@schooldude.com	38114 - FSDirect Task Notification	38114
5	FSDirect System Message 1/20/2007 12:21:50 AM	vc@sdude.com	38114 - FSDirect Task Notification	38114
6	FSDirect System Message 1/20/2007 12:21:51 AM	pat@schooldude.com	38114 - FSDirect Task Notification	38114
7	FSDirect System Message 1/20/2007 12:21:51 AM	vc@sdude.com	38114 - FSDirect Task Notification	38114
8	FSDirect System Message 1/20/2007 12:21:52 AM	pat@schooldude.com	38114 - FSDirect Task Notification	38114
9	FSDirect System Message 1/20/2007 12:21:52 AM	vc@sdude.com	38114 - FSDirect Task Notification	38114
10	FSDirect System Message 1/21/2007 12:22:04 AM	pat@schooldude.com	38114 - FSDirect Task Notification	38114
11	FSDirect System Message 1/21/2007 12:22:04 AM	vc@sdude.com	38114 - FSDirect Task Notification	38114
12	FSDirect System Message 1/22/2007 12:21:40 AM	pat@schooldude.com	38114 - FSDirect Task Notification	38114
13	FSDirect System Message 1/22/2007 12:21:41 AM	vc@sdude.com	38114 - FSDirect Task Notification	38114
14	FSDirect System Message 1/23/2007 12:22:05 AM	pat@schooldude.com	38114 - FSDirect Task Notification	38114
15	FSDirect System Message 1/23/2007 12:22:05 AM	vc@sdude.com	38114 - FSDirect Task Notification	38114
16	FSDirect System Message 1/24/2007 12:22:02 AM	pat@schooldude.com	38114 - FSDirect Task Notification	38114



Event Setup

Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

Required Maintenance Services

- Custodial
- Energy Management System
- Event Setup
- Food Services
- Heating/Ventilation /Air Conditioning
- Housekeeping
- Transportation

Service description

need 200 chairs and 20 tables

Required IT Services

- Audio / Visual
- CPU / Computer
- Internet Connection
- Telephone Services

Service description

12 foot screen and projector

Upcoming Events

Location

Building Refresh

2/13/2007 | 2/14/2007 | 2/15/2007 | 2/16/2007 | 2/17/2007 |

Next 5 Days

Previous 10 Next 10

Schedule Date / Time	Organization / Function	Location Building Room / Zone
Tue February 13, 07 4:00PM - 5:30PM	Swim Team (Sharks) / Swim Meet * 20 tables and 100 chairs. Get that whatchamadoodle for this thingamabob too. Status: New Assigned To: Kornegay, David	Dude High School Olympic Pool / Athletics
Tue February 13, 07 5:30PM - 7:00PM	Swim Team (Sharks) / Sharks Swim Team Meeting * heater on the pool must be turned on Status: New Assigned To: Carter, Vince Create Work Order <input type="checkbox"/> Complete <input type="checkbox"/> Complete for entire schedule	Dude High School Olympic Pool / Athletics
Tue February 13, 07 6:00PM - 9:00PM	Athletics / Glow Ball Golf Tournament * Need Glowing Golf Balls Status: New Assigned To: Buchanan, Pat	Dude High School Dude Golf Course /

Maintenance Service Provider Setup Support Assignments

1 - 10 of total 12 listed + Add New

	Craft	Location Building	Assigned To	
Edit	Any Craft	Dean Smith Center Any Building	Kornegay, David	<input checked="" type="checkbox"/>
Edit	Any Craft	Dude High School Any Building	Kornegay, David	<input checked="" type="checkbox"/>
Edit	Any Craft	Kenan Stadium Any Building	Jordan, Michael	<input checked="" type="checkbox"/>
Edit	Audio/Visual	Dude High School Any Building	Carter, Vince	<input checked="" type="checkbox"/>
Edit	Custodial	Any Location Any Building	Felton, Raymond	<input checked="" type="checkbox"/>
Edit	Custodial	Dude High School Any Building	Carter, Vince	<input checked="" type="checkbox"/>
Edit	Custodial	West Campus Any Building	Carter, Vince	<input checked="" type="checkbox"/>
Edit	Energy Management System	Any Location Any Building	Kornegay, David	<input checked="" type="checkbox"/>
Edit	Event Setup	Any Location Any Building	Kornegay, David	<input checked="" type="checkbox"/>
Edit	Event Setup	Dude High School Any Building	Buchanan, Pat	<input checked="" type="checkbox"/>



Calendars

Select Month/Year: February 2007

Area: -- Select Area --
 Location: Dean Smith Center
 Building: --Select Building--
 Room: -- Select Rooms --
 Band Room
 Basketball Game Court

Start Time: 1:00 AM and greater
 Event Status: Approved/active events
 Organization: Athletics

Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Room View".

View Legend

1 - 16 of total 16 listed

Day/Date	Location	Area	Room	Zone	Event	Organization	Contact	Event Time	Setup Time
Thursday February 1	Dean Smith Center	Athletics	Classroom	Meeting Room MJ	Athletic Game Planning	Athletics	Coach Smith	5:00PM-6:30PM	5:00PM-6:30PM
	Dean Smith Center	Athletics	Conference Room Tyler	Meeting Room MJ	Athletic Game Planning	Athletics	Coach Smith	5:00PM-6:30PM	5:00PM-6:30PM
Tuesday February 6	Dean Smith Center	Athletics	Classroom	Meeting Room MJ	Athletic Game Planning	Athletics	Coach Smith	5:00PM-6:30PM	5:00PM-6:30PM
	Dean Smith Center	Athletics	Conference Room Tyler	Meeting Room MJ	Athletic Game Planning	Athletics	Coach Smith	5:00PM-6:30PM	5:00PM-6:30PM

Select Month/Year: February 2007

Area: -- Select Area --
 Location: Dean Smith Center
 Building: --Select Building--
 Room: -- Select Rooms --
 Band Room
 Basketball Game Court

Start Time: 1:00 AM and greater
 Event Status: ALL events
 Organization: -- Include ALL Organizations --

Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

Event Calendar for February 2007

View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Athletic Game Planning Pick up Basketball game	2 Basketball Pick up Game	3 Basketball Tournament Frisbee Football Tournament Basketball Pick up Game Basketball pick up game
			7 Practice Testing for Bar Exam Jamies Computer Course	8 Athletic Game Planning	9 Pick up Basketball game	10 Basketball pick up game
			14 Jamies Computer Course	15 Athletic Game Planning	16 Pick up Basketball game Basketball Pick up Game	17 Basketball Pick up Game
			21 Jamies Computer Course	22 Athletic Game Planning	23 Basketball Pick up Game Chess Tournament	24 Pick up Basketball game Basketball Pick up Game Chess Tournament

1 1 am

2 12 pm

3 1 pm

4 2 pm

5 3 pm

6 4 pm

7 5 pm

8 6 pm

Event Time: 4:00PM - 7:00PM , Cheerleading Competition Sch. Balance Due: \$1,890.00
 Setup Time: 4:00PM - 7:00PM
 Dean Smith Center: Basketball Game Court

Event Time: 5:00PM - 6:30PM , Athletic Game Planning Sch. Balance Due: \$3,000.00
 Setup Time: 5:00PM - 6:30PM
 Dean Smith Center: Conference Room MJ
 Conference Room Tyler

Event Time: 5:00PM - 7:00PM , Drama Club Meeting Sch. Balance Due: \$176.00
 Setup Time: 4:30PM - 7:30PM
 Dean Smith Center: Technology Lab 42

Event Time: 6:00PM - 8:00PM , Small Group Meeting Sch. Balance Due: \$720.00
 Setup Time: 6:00PM - 8:00PM
 Dean Smith Center: Technology Lab 23



Invoicing

- Generation & Monitoring
 - Auto or Manual

Add/Update Invoice Print This Invoice

[Back to Schedule](#)
Schedule ID: 36781
P **Past Due Invoice.**

Invoice Header	
Invoice No. 1177	Invoice Date 10/6/2006
Invoice Date Created 10/6/2006	Terms Net 30
Invoice Status Open	or add new Net 30
PO Number	Document Number
Schedule Athletic Game Planning	
Area	Location Dean Smith Center
Building(s)	Room(s) Conference Room M3 Conference Room Tyler
Start Time 5:00 PM	End Time 6:30 PM
Comment (Note: Comment field is printed on the invoice)	
Deposit .00	
Athletics	
Sales Tax Exemption No.	
<input checked="" type="checkbox"/> Bill To Athletics	
FEIN	
<input checked="" type="checkbox"/> Address 123 Somewhere Cary, NC 27511	
Contact Person Coach Smith	Contact Email coach@tpbucanan.com
Contact Phone x33	Contact Fax

PAST DUE INVOICE

DATE	INVOICE NO
10/6/2006	1177
DUE DATE	
11/5/2006	

Remit Payment To: Duke Facilities
 Cary, NC 27511
 Contact: Coach Smith
 Phone No: 123 Somewhere
 Cary, NC 27511
 Email: coach@tpbucanan.com
 Phone No: x33
 Fax No
 Sales Tax Exemption No. FEIN

DEPOSIT	DOCUMENT NUMBER	PO NUMBER	TERMS
\$0.00			Net 30

Schedule ID: 36781 Area:
 Location: Dean Smith Center
 Building(s): Conference Room M3
Conference Room Tyler

Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Custodial Services Per Hour	2	\$15.00	\$30.00	\$0.00	\$30.00
1	Building Supervision	1.5	\$10.00	\$15.00	\$0.00	\$15.00
1	Utilities	1.5	\$5.00	\$7.50	\$0.00	\$7.50
1	Building Supervision	1.5	\$10.00	\$15.00	\$0.00	\$15.00
1	Utilities	1.5	\$5.00	\$7.50	\$0.00	\$7.50
Event Total Costs			\$75.00	\$0.00	\$75.00	

Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Custodial Services Per Hour	2	\$15.00	\$30.00	\$0.00	\$30.00
1	Building Supervision	1.5	\$10.00	\$15.00	\$0.00	\$15.00
1	Utilities	1.5	\$5.00	\$7.50	\$0.00	\$7.50
1	Building Supervision	1.5	\$10.00	\$15.00	\$0.00	\$15.00
1	Utilities	1.5	\$5.00	\$7.50	\$0.00	\$7.50
Event Total Costs			\$75.00	\$0.00	\$75.00	



Community Use of School Facilities:

Using SchoolDude to track and analyze information



Justin Turner,
Applications Engineer
SchoolDude.com



On Line Request

SchoolDude University MD LOGIN

Got a problem? Email us

Welcome! To begin, please enter your email address below.

Email Address

[Conditions of Use](#) | [Privacy Policy](#)

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CIP:72.15.219.254
SID:MSB01
DID:5
CUA:Firefox/3.6.6

SchoolDude University MD LOGIN LOGOUT HELP

Back to Physical Plant
Got a problem? Email us

Maint Request IT Request **Schedule Request** Inventory Request Trip Request My Requests Settings Help

ASSIGNMENT SEARCH KNOWLEDGE BASE HELP

New Schedule

Normal Schedule

- Single date
- Multiple dates
- Same location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule

- Single date
- Multiple dates
- Multiple Rooms/areas

Maint Request IT Request **Schedule Request** Inventory Request Trip Request My Requests My Settings Help

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CIP:72.15.219.254
SID:MSB01
DID:5
CUA:Firefox/3.6.6



On Line Request

New Schedule

Indicates required information

Insurance has expired

Please use the following form below to enter your schedule request along with any needed services you may require. To see a report of your schedules, [click here](#). To see our Floor Plans: [click here](#)

Please call for Submittal password

Booked by

First Name: Last Name:

Email:

Please be yourself, [click here](#) if you are not Dr. buchanan

Event Title

Event Description

Area:

Location

Rooms

Admin Office
Art Room 101
Auditorium (main)
Band Hall 100

[View Bookings](#)

[View Room Details](#)

(Use the CTRL key to select multiple rooms.)

Event Date(s)

July 2010							August 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

Start Time

End Time

Setup Begin Time

Breakdown End Time

Duration

hours minutes. Spans over days.

[Check Availability](#)

Previous

Hourly Increment

	Fin
12AM	00
1AM	00
2AM	00
3AM	00
4AM	00
5AM	00
6AM	00
7AM	00
8AM	00
9AM	00
10AM	00
11AM	00
12PM	00
1PM	00
2PM	00
3PM	00
4PM	00
5PM	00
6PM	00
7PM	00
8PM	00
9PM	00
10PM	00
11PM	00

Organization Information



Approval Process

SchoolDudeapps HELP | CONTACT US


Account Login

Login Name
Principal

Password

Go to
FSDirect


[Forgot Login?](#)



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Approve Schedule Requests

Waiting Your Approval 38257 - PTO Prep Conference

Event / Organization				
Route To	Location Room / Zone	Begin / End	Begin/End Time Recurrence	Setup Begin Time Setup End Time
PTO Prep Conference / PTO Group				
Pat Buchanan				
Process/Approve Now		Dude High School	1/31/2007 4:00PM - 6:00PM	3:30PM-6:30PM
<input type="radio"/> Cancel	<input type="button" value="Decline Reason"/>	LGI 200 / Meeting	2/1/2007 Non-recurring	
<input type="radio"/> Decline	<input type="checkbox"/> Notify Booked By		2/8/2007	
<input type="radio"/> Duplicate	<input type="checkbox"/> Notify Contact Person		2/15/2007	
			2/20/2007	
			2/28/2007	

Approval Process

Date Approved	Approved By	Note
2/7/2007 1:24:43 PM	Williams, Roy	Have checked ins., it's fine

Setup Schedule Status Routes + Add New

1 - 3 of total 3 listed ◀ First ◀ Prev Next ▶ Last ▶▶

Send the requester an email notification of schedule request receipt, routing, and approval.

Status	Location Building	Room	When Routed To Route To Next	
<input type="button" value="Edit"/> Submitted	Dean Smith Center		Smith, Dean	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/> Approved	Dean Smith Center		Smith, Dean Buchanan, Pat	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/> Approved	Dean Smith Center	Main Cafeteria	Buchanan, Pat Kornegay, David	<input checked="" type="checkbox"/>



Fee Tables

Charge Type Shortcuts

Account Setup Steps	New Charge Type	My Charge Types	Print Charge Types
----------------------------	------------------------	------------------------	---------------------------

Legend: Indicates required information.

Add/Update Charge Types

Charge Type Description

Charge Classification [Add New Charge Classification](#)

Yes, allow MSB users to request this charge type and quantity.

Apply Charge To Room Event

Fee Type Flat Hourly

Minimum Hours

Budget

Fee Table Shortcuts

Account Setup Steps	New Fee Table	My Fee Tables	Print My Fee Tables
----------------------------	----------------------	----------------------	----------------------------

Legend: Indicates required information.

Add/Update Fee Table

Fee Table Description

Table Active Yes No (Click here to view fee table selection rules.)

Organization Type

Area Type

Location

Room

Budget

Select All Weekend Weekday

Saturday Sunday

Monday Tuesday Wednesday Thursday Friday

Charge Classification	<input checked="" type="checkbox"/> Charge Type	Flat/ Hourly	Minimum Hours	<input checked="" type="checkbox"/> Amount Taxable?
<input type="text" value="Facilities"/>	<input type="text" value="Rental Fee"/>	<input type="radio"/> Flat <input checked="" type="radio"/> Hourly	<input type="text" value="0"/>	<input type="text" value="\$0.00"/> <input type="checkbox"/>
<input type="text" value="Resources"/>	<input type="text" value="Custodial"/>	<input type="radio"/> Flat <input checked="" type="radio"/> Hourly	<input type="text" value="0"/>	<input type="text" value="\$20.00"/> <input type="checkbox"/>
<input type="text" value="Facilities"/>	<input type="text" value="Utilities"/>	<input type="radio"/> Flat <input checked="" type="radio"/> Hourly	<input type="text" value="0"/>	<input type="text" value="\$5.00"/> <input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input type="radio"/> Flat <input checked="" type="radio"/> Hourly	<input type="text" value=""/>	<input type="text" value=""/> <input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input type="radio"/> Flat <input checked="" type="radio"/> Hourly	<input type="text" value=""/>	<input type="text" value=""/> <input type="checkbox"/>



Admin Calendar

Select Month/Year
 February 2007
 Print This!

Area -- Select Area --
Location Dean Smith Center
Building --Select Building--
Room -- Select Rooms --
 Band Room
 Basketball Game Court
(Use the CTRL key to select multiple rooms.)
Start Time 1:00 AM and greater
Event Status ALL events
Organization -- Include ALL Organizations --
 Refresh Calendar

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".


Event Calendar for February 2007 [View Legend](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Athletic Game Planning Pick up Basketball game Basketball Pick up Game	2 Basketball Pick up Game	3 Basketball Tournament Frisbee Football Tourney Basketball Pick up Game Basketball pick up game
4 Basketball Tournament	5	6 Cheerleading Competition Athletic Game Planning Drama Club Meeting Small Group Meeting	7 Practice Testing for Bar Exam Jamies Computer Course	8 Athletic Game Planning	9 Pick up Basketball game	10 Basketball pick up game
11 Pick up Basketball game	12 Pick up Basketball game	13 Cheerleading Competition SAT Training Athletic Game Planning Drama Club Meeting Small Group Meeting	14 Jamies Computer Course	15 Athletic Game Planning	16 Pick up Basketball game Basketball Pick up Game	17 Basketball Pick up Game
18	19	20 Cheerleading Competition Athletic Game Planning Drama Club Meeting Small Group Meeting	21 Jamies Computer Course	22 Athletic Game Planning	23 Basketball Pick up Game Chess Tournament	24 Pick up Basketball game Basketball Pick up Game Chess Tournament



Community Calendar

Public Seminars (Applications) Welcome Guest! Log in to Request Facility Use



Home Documents Help

Search for GO

Calendar Filter ⌵ ⌵

Month Calendar 30 7 Week 1 Day 30 Event List ⌵ ⌵

< Prev July, 2010 Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	Jul 1 <ul style="list-style-type: none"> Cheerleading Practice SchoolDude Meeting Window7 Computer Parks and Rec Events 	2 <ul style="list-style-type: none"> Dude CU Meeting 	3
4 <ul style="list-style-type: none"> July 4th C4 Church Activities 	5 <ul style="list-style-type: none"> AAU Basketball Girl Scout Weekly Boy Scout Meeting Band Fund 	6 <ul style="list-style-type: none"> Bake Sale Cheerleading Practice Blackberry Phone Technology 	7 <ul style="list-style-type: none"> 9-Hole Golf Tournament Course Curriculum Baseball Camp BasketBall 	8 <ul style="list-style-type: none"> Bake Sale Bake Sale Cheerleading Practice SchoolDude 	9 <ul style="list-style-type: none"> Dude CU Meeting PTA Mee 	

CommunityUse - Event close or Esc Key

Schedule ID # 1303
Scout Meeting
Tuesday, July 06, 2010
7:00PM - 9:00PM

Description

Location Dean Smith Center

Building

Room(s) Smith Auditorium

Organization Boy Scouts

Last Updated 7/7/2010

Tell a Friend Print Event Close Window



Community Login

Login

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

Email Address

Password

Welcome Guest! [Log in to Request Facility Use](#)

Terms And Conditions

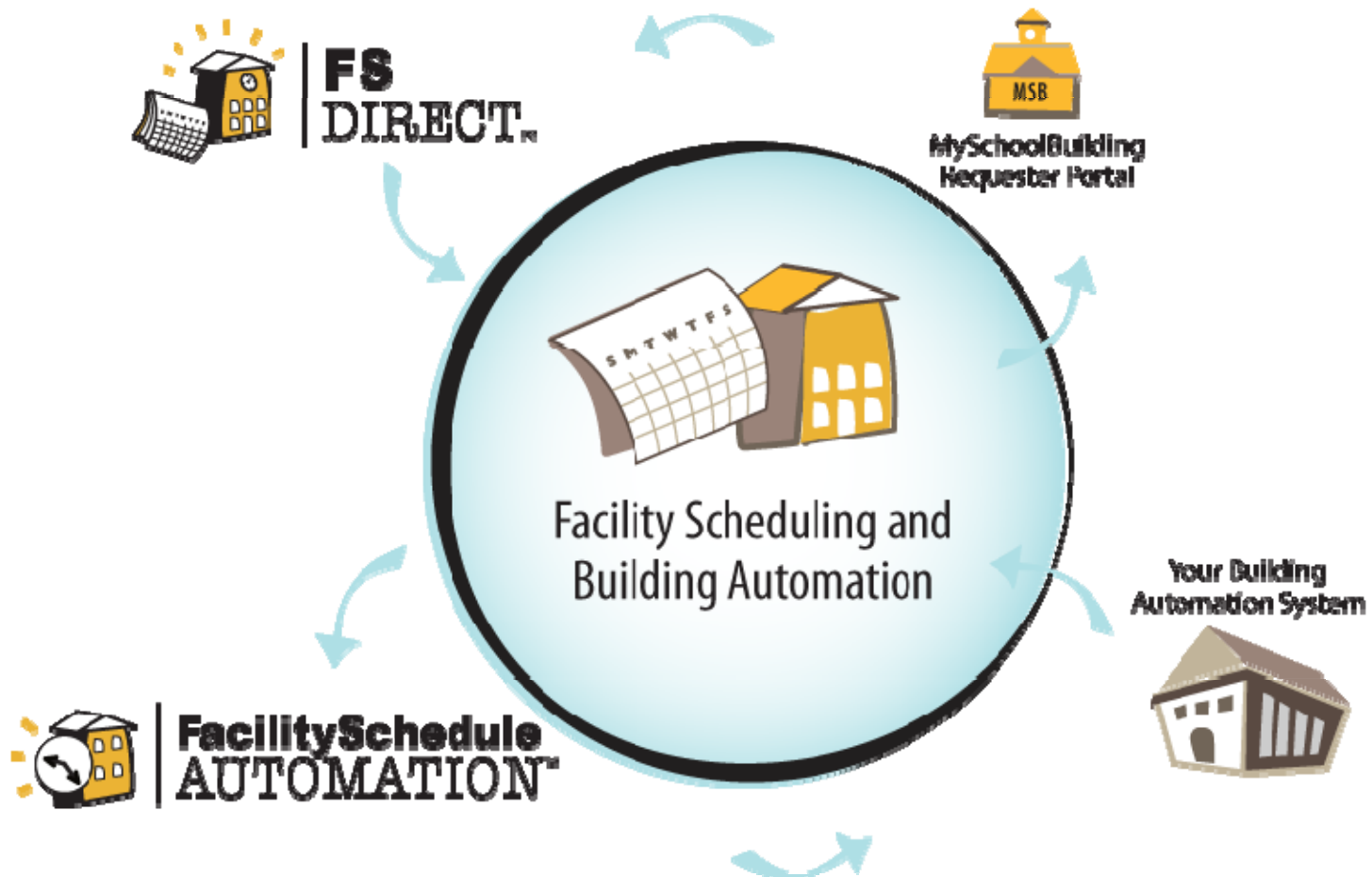
In order to register, you must agree with the following terms and conditions:

- 1) Open Enrollment School shall:
 - a) Furnish light, heat, air conditioning and water if available, at its sole discretion, deem necessary for the purpose of users.
 - b) Reserve the right to cancel this agreement or event if it is found that the facility is needed for school use.
 - c) Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when, in their opinion, the purpose or purposes for which the premises herein described are being used, or intended to be used, shall be obnoxious or harmful to the best interests of the OpenEnrollment School.
 - d) Reserve the right to require additional staff, custodians, security officers or equipment operators depending on the type of event at the expense of the renter.
 - e) Will not assume responsibility for any equipment or materials left in facility by user.
 - f) The school will annually increase the custodial extra hours fee based upon actual salary and benefit cost increases for custodians.
 - g) The school reserves the right to determine the most appropriate facility for the event.
 - h) Invoice applicant for all rental, utility, and staff fees and/or damages within sixty days of rental.
- 2) The User shall:
 - a) Indemnify and hold OpenEnrollment; its agents, servants and employees; harmless from all liability for any injury or damage which occurs on any property or in any facility made available to the User by the OpenEnrollment School pursuant to this agreement and which occurs during the course of any program or activity sponsored by the User. This agreement to indemnify and hold harmless includes an obligation to indemnify and hold the OpenEnrollment school harmless for liability for any negligence on the part of the OpenEnrollment school. The User's promise to indemnify and hold harmless also includes an obligation to assume full responsibility and expense

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



Integrated Scheduling





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AUTOMATION™



Schedules the proper zones utilizing your Building Automation System and other Building system (Security/Card Access)



FacilitySchedule
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Connects with SchoolDude's FSDirect & Your Building Automation Systems



FS
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Schedule is requested and approved

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Contact Resources



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