

2019-2020 THS Super Boosters **Online Facilities Requests**

Thank you for supporting THS Super Boosters! With everything your booster group is involved with, you may be looking for a place to hold your fundraisers, activities, and booster meetings. There are so many events happening at our school that we need to schedule them on our school calendar as well as with the district. When wanting to use our school facilities the Facilities Department processes all requests for the use of school facilities. The District also ensures that all user groups are properly insured and meet all of the District policy requirements for use of school facilities, and coordinates with the Maintenance and Operations Department to ensure proper maintenance of the facilities. You can reserve your meeting spaces and don't forget to request A/C to be turned on for your event however, in order to have your meeting or event approved, we ask that you follow certain guidelines.

- **All extra-curricular use of school facilities must be requested via the online facility use scheduling system three weeks prior to the first requested date.**
- Once you have a date, please e-mail Kathy Russek (krussek@tustin.k12.ca.us) to check the school calendar for facility availability for your event or meeting. If the calendar is clear, then you can submit the facility request online.
- Here is the web site for the Facilities Use Online System:
<http://www.tustin.districtcalendar.org/>.
- To create a user account on the online facility use scheduling system, click “**New User**” at bottom of home page and fill in form.
- If you are a new facility user, simply go to this quick reference guide link to get step by step instructions to submit facility requests.
https://tustin.districtcalendar.org//HelpFUS/Ref_Sheet_Submitting_Request.pdf
- Once you have submitted a facility request, an automated email is sent to Kathy Russek and Michele Boudreaux as a reminder to check and approve the request. The district will also approve or deny if there is a conflict with another group. You will receive a confirmation email once the process is complete and it will be noted on the school calendar.

Approvals are given on a first-come, first-served basis so submit your facilities requests as soon as you have your meeting/event dates solidified. We look forward to helping you support your Booster Group next year!

Thank You.