PTA FACILITIES RESERVATION REQUEST INSTRUCTIONS

To submit a PTA facilities request, please follow these instructions:

1. Please click on the following link: https://www.facilitron.com/sdusd92103

2. Type the name of the school you are looking for and click on your desired location from the drop-down menu.

3. Once you are on that school's Facilitron page, search for the facility you are looking to utilize.

4. Once you have selected the facility, click on the date and time you would like to request.
5. Once your dates and time are selected, click on add to cart. If you do not already have a Facilitron account, you will be prompted to create one. Instructions for Creating an Account are attached. If you would like to add additional facilities, click yes on the following prompt:

6. After you have added all your dates and times, click on checkout to start the application process.

7. Please answer all questions and click on continue.

Please note: Some defaulted fees may be reflected. Be assured, Rentals staff will adjust any facility and/or service fees during the review and processing of the request as necessary.
8. You will see a payment page where you are able to submit payment. Since adjustments to fees may be necessary, you are encouraged to select **By Mail** to allow the appropriate adjustments of the fees prior to any payment. Click on submit after you have selected By Mail. This submits the reservation request and allows Rentals staff to adjust fees appropriately.

9. The next page will allow you to submit your insurance document. Please click on your document type and upload your insurance document. Reservations may not be approved until the insurance document is uploaded and verified. Any comments to the site or Rentals staff can be added on this page, i.e. “Please appropriately adjust fees.”; “This is a fundraising event.”

SDUSD’s insurance requirements are as follows:
Persons requesting use of District property, facilities, or personnel must sign a hold harmless agreement and provide evidence of liability insurance with limits of at least $2,000,000 per occurrence / $4,000,000 general aggregate for bodily injury and property damage. An additional insured endorsement must be included naming the San Diego Unified School District 4100 Normal St. San Diego, CA. 92103, its officials, agents, and employees as additional insured. The District reserves the right to modify such limits, at its discretion, based upon a review of the proposed use and/or permitted activity and may increase the limit of the insurance requirements on a case by case basis.
CREATING AN ACCOUNT

To sign up for a new account:

1. Click “Sign Up” at Facilitron.com and select your account type - Non-Profit.

2. After you select organization type, complete the form including entering your EIN.

3. After you select “Create Account” you must verify your account via email. If you do not receive the email in your inbox, please check your spam or junk mailbox folders.

NOTE: New accounts may not be able to receive special rates UNTIL the District verifies and/or assigns your organization to a special rate group.

CREATING A DUPLICATE ACCOUNT

If your organization already has an account you will not be able to create a new account with the same organization name and access that account. You must either:

1. Have a user of the account add you to the organization
2. Have support help you get added to the correct organization.
GENERAL INFORMATION ON RENTAL RESERVATIONS

In order to use SDUSD facilities you will need to go to Facilitron in order to create your organizations account and submit a request. SDUSD has a 7-day out request period. This practice is in place to ensure the site and rentals have sufficient time to review and process requests in a timely fashion (7 days).

You can contact Facilitron by using one of the following methods:

- To create an account: https://www.facilitron.com/accounts/signup
- To submit a request: https://www.facilitron.com/sdusd92103
- You can always contact their Customer Support Team at 800-272-2962 ext. 1, and someone will gladly assist with any of your needs.

Please note: When submitting a request for the first time, you will see Facilitron’s default rate category as commercial and there may be some additional defaulted services. Rest assured, as the request is being reviewed and processed all necessary adjustment will be manually made by staff.

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It is suggested you go ahead and submit your request(s) via Facilitron and when you come to the Payment screen, please select “By Mail” so the reservation can be submitted/reviewed and any needed adjustments can be made manually prior to payment.
FEES ASSOCIATED WITH PTA EVENTS
AS OF 2022-2023 SCHOOL YEAR

Typically PTAs are free facility users; however, the type of proposed event or activity dictates if it is a free facility use or not. A PTA qualifies for free facility use when the PTA is conducting their regular meetings to discuss agenda items and holding community events where there is no admission is being charged, no donations are being solicited, and a membership fee is not being charged. As long as custodial staff are already on site, custodial fees are waived; however, events occurring before or after regular custodial hours will need to be charged for the actual custodial hours worked.

If a PTA is functioning as or providing a school enrichment program where students are charged to participate, the use of facilities are not free and align with the current “School Enrichment” rate. 2022-2023 student enrichment rates for non-profits are $7.93/hour for classrooms and specialty teaching spaces (every facility except for a classroom) are $14.71/hour and commercial student enrichment rates are $14.71/hour for classrooms and specialty teaching spaces.

If the PTA is conducting fundraising activities, i.e. fall festivals, book fairs, etc. then there is a process to waive the facility fees only; any required services will still be incurred. To be considered a fundraising activity, a “fundraising letter” outlining the agreement reached between the PTA and the school administrator regarding a satisfactory percentage of the activity’s profits to be donated for the benefit of the district and/or its students is required. The percentage, or specific dollar amount, to be donated must be clearly stated and the letter must be signed by the foundation and the school principal. The most important piece to obtain “free use” of the facilities only (not services) is the signed fundraising letter. Only after the signed fundraising letter is secured can the facility fees be waived. The facility fees cannot be waived without the signed fundraising letter. See attached sample template.

Meetings, activities, programs, and fundraisers all require a Facilitron permit.

Note: The below fundraising letter is only required if a third-party vendor is involved in the facilities planning of the event. The fundraising letter is not required for activities managed only by the host PTA unit (e.g., selling T-shirts, concessions, carnival game tickets) nor is it required for activities that employ a third-party vendor that is solely responsible for managing the solicitation of donations (e.g., Vertical Raise, jog-a-thons, auction software vendors).
To Whom It May Concern,

{Foundation or PTA/PTO} is classified as a public charity and recognized by the IRS as a 501©(3). Our EIN is {EIN number if applicable}.

{Foundation or PTA/PTO} requests use of {school’s name} facilities for a {name/type of activity} on {date}.

{Written description of activity and explain how funds will be raised}

{Agreed upon percentage or exact $ amount of fundraising activity} will be used for the benefit of {school’s name} and its students.

NOTE: IF A THIRD PARTY/ORGANIZATION IS INVOLVED IN THE FUNDRAISING ACTIVITY, THERE MUST BE THREE SIGNATURES – 1) THIRD PARTY/ORGANIZATION, 2) FOUNDATION OR PTA/PTO, AND 3) SCHOOL ADMINISTRATOR

Jane Doe
{Name of Foundation or PTA/PTO}
Phone: 
Email: 

Signature: ___________________________ Date: ___________________

James Smith
{School’s name and title of site administrator}
Phone: 
Email: 

Signature: ___________________________ Date: ___________________

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1) THIRD PARTY/ORGANIZATION

2) FOUNDATION OR PTA/PTO

3) SCHOOL ADMINISTRATOR