STEP 1
Go to the Montour School District website: www.montourschools.com. At the bottom of the homepage there are Quick Links provided. Click on “Facilities Scheduling”.

STEP 2
Click where indicated to start.

Facilities Scheduling

The Montour School District is subscribed to School Dude Facilities Direct and Community Usage. This is a web portal that can handle all facilities' requests and requirements for Montour School District. All organizations are required to use this program to request any facilities within the Montour School District. A link and instructions on using this system can be found below.

For questions concerning facility scheduling please contact:
Mr. Tony Rippole
412-490-6500 ext. 1624
fippole@montourschools.com

Facilities Usage Procedures & Fee Schedule - Revised July 2018
Click here to view the Facilities Calendar/Schedule Event
STEP 3

Click “Log in to Request Facility Use”

STEP 4

If you have an account simply log in.

If you do not have an account, create one. Once approved by administration you will receive an email confirmation and can begin scheduling your event.

STEP 5

Once you have logged in click on the tab that reads “Request Facility Use” as shown to the right.
**STEP 6**

Click “Normal Schedule”

**STEP 7**

Entering a NEW request ...

Start by entering all information:

- First & Last Name
- Event Title
- Event Description
- Location
- Room / Building
- Event Date(s)
- Start & End Times

Click on Search to see if the area is available.
STEP 8

If the highlighted areas are empty, you may reserve that space. If the highlighted areas have an “x” indicator, that space is not available.

AVAILABLE

NOT AVAILABLE

Once you have secured an available date & time, click “next”

STEP 9

The next screen will ask you for detailed information. Enter EVERYTHING that applies to your event.

See next page for complete example ...
STEP 10

Enter your organization (school employee requests should use teacher or administrator), and contact name. Select any setup requirements and provide details in the box next to the selection.

### Organization Information

- **Organization:**
- **Contact:**

Insurance expires on: [Date]

### Setup Requirements

**Required Maintenance Services**

- [ ] Athletic Fields
- [ ] Boiler
- [ ] Climate Control
- [ ] Custodial
- [ ] Event Break Down
- [x] Event Setup
  - 25 chairs needed
- [ ] Performance Lights & Sound
- [ ] Scoreboards
- [ ] Sound System
- [ ] Stadium Services

**Service Description**

### Signature

Signature: [Name]

(Please enter your email address)

I confirm that I have previously read and agree with the terms and conditions of facilities use

[Previous] [Save]
Congratulations!
You have successfully submitted your request.

Below is what your confirmation will look like. You can print for your records.

<table>
<thead>
<tr>
<th>Search</th>
<th>Availability</th>
<th>Event Details</th>
<th>Confirmation</th>
</tr>
</thead>
</table>

**Confirmation**

The following request has been submitted.
Please contact Donna Udvarhelyi if you have any questions about your request.

- **Schedule ID**: 5480
- **Event Title**: test
- **Location**: David E. Williams
- **Rooms (Buildings)**: Intermediate Gym
- **Event Dates**: 10/9/2019
- **Start Time**: 7:00 PM
- **End Time**: 8:00 PM
- **Name**
- **Phone Number**
- **Email**

![Print This!](image)