

Lake Washington School District PTSA/Booster Club Facility Use

Reserving LWSD Facilities Online using Facilitron



What we will cover

District Guidelines

Managing/Creating account in Facilitron

Creating/Managing a reservation in Facilitron

Certificate of Insurance Requirements

Using outside vendors

Questions?

District Guidelines

[FAQ - Lake Washington School District](#)

- Reservations must be put in 20 days prior to the event. This allows the school to approve and coordinate with other parties.
- Request timeline:

Building and Stadium use request for Sept/Oct/Nov

Submitted by: June 1

Approval by: July 1

Building and Stadium use request for Dec/Jan/Feb

Submitted by: September 1

Approval by: October 1

Building and Stadium use request for Mar/Apr/May

Submitted by: January 1

Approval by: February 1

Building and Stadium use request for Jun/Jul/Aug

Submitted by: March 1

Approved by: April 1

Field use requests for Jan-Jun

Submitted by: November 15

Approved by: December 15

Field use requests for Jul-Dec

Submitted by: May 15

Approved by: June 15

Performing Arts Center use requests for Sep-Aug

Submitted by: July 1

Approved by: August 1

- Reservations open 30 min after the final bell until 9:30pm on school days.
- If using outside vendors to run afterschool activities, please list the name of the PTSA/Booster member who will be chaperoning the activity.
- If using any food trucks or inflatable companies, please contact support services for approval.

Managing and creating an account in Facilitron

If you are new to your school PTA/PTSA or Booster Club, you will need to be added to the account that the previous board was using. This gives you access to all prior reservations and will enable you to continue to build a historical background for your club.

There are three ways to be added to the PTA/PTSA or Booster Club that is currently set up.

1. If there is a club email address, use that as your username and have the previous board member share the password. If the password is lost use the 'forgot password' link on the login page.
2. Call Facilitron and have yourself added to the renter organization. 800-272-2962
3. Assist new users by adding them when they are elected (see next page)

To Add Additional Users to Your Account

- As officers change with your organization, simply add users to existing account so your activities stay within your group and no need to track down initial documentation making reserving future events and completing your annual Use of Facility agreements easy.
- Have multiple accounts to coordinate various events within your organization
- To have back-up personnel

To add a user:

- Log in to your Facilitron account and navigate to your organization's "Dashboard"
- Select "Users" from the Setup menu on the left-hand side menu bar.
- Add new user Click "Add New User" and fill in the boxes with the requested information:
- Add user form
- The new user will be notified by email that they been added to your organization and will be prompted to create a password to access the account. (If they do not receive the email in their inbox, please have them check their junk/spam mailbox folder).
- NOTE: If the user already has an individual account, the user will receive an email that informs them that a new role has been created for them within your organization.

facilitron

KidzToPros

trent.allen@mac.com

Dashboard

Calendar

Payments

Insurance

Setup

Org. Profile

Users

Reservations

Other Accounts

Sign Out

Users

Add New User

Click "Add New User"

Trent Allen		Active	X
McKenzie Donato		Active	X
Naqqash Haider		Active	X
Pooja Shah		Active	X

Select "Users" from the Setup menu

Add User

First Name

Last Name

Email

Title

Phone

ext.

Mobile Phone

Status

Active

Receive Outgoing Request Notifications

Close

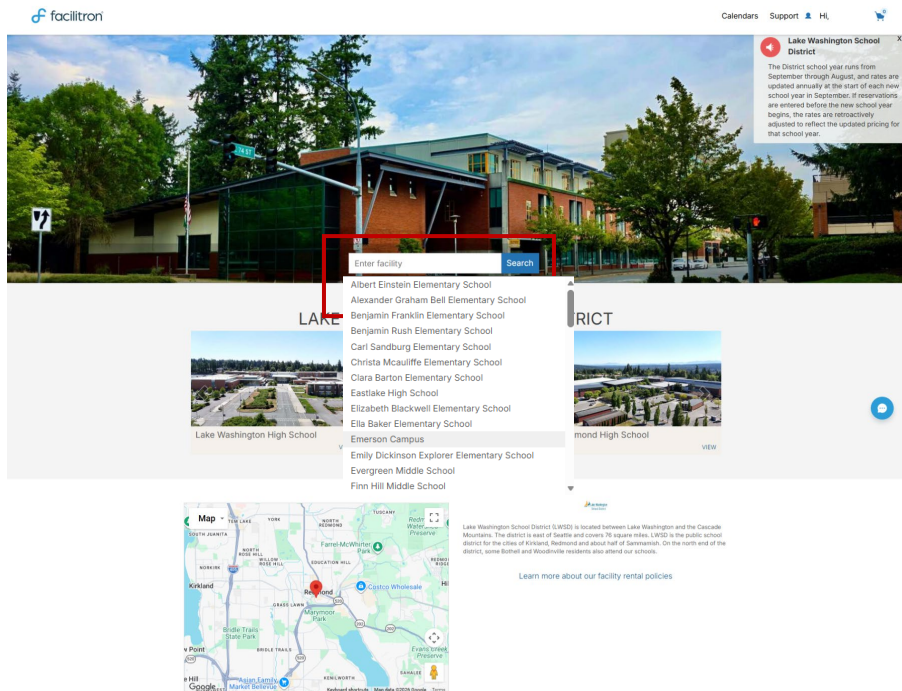
Submit

Create a New Reservation

<https://www.facilitron.com/lwsd98052>

1

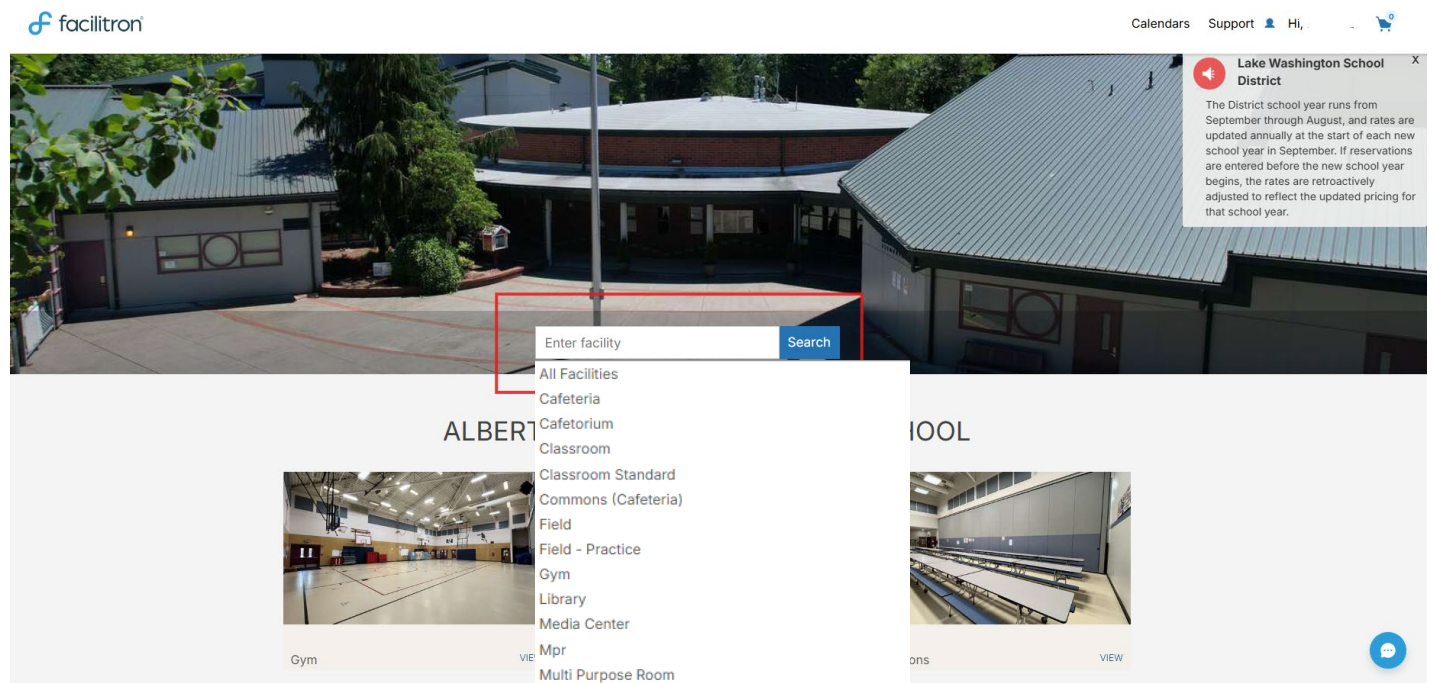
Clicking on the school site or district from this dropdown will bring you directly to their storefront



2

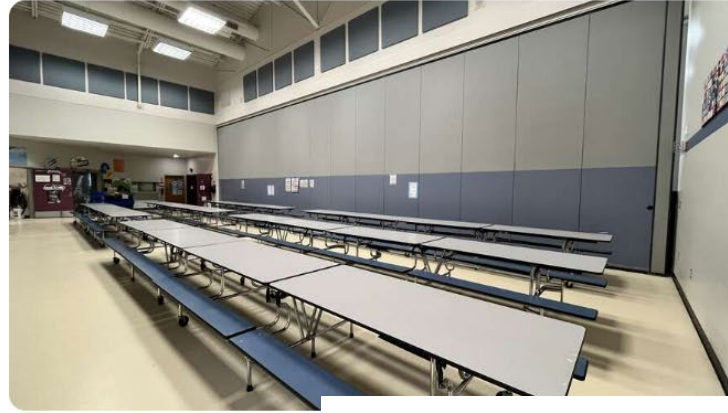
A school site or district's storefront will show a carousel of some of their featured schools or facilities. Clicking on a facility from the carousel will bring you directly to the facility details page for that facility, where you can view photos, a description of the facility, rental availability, amenities, starting rates, capacity, and a map for where the facility is located.

If the facility you would like to reserve does not appear on the carousel, you may continue to search for it in the search bar on the school site.



3

Once you have chosen the facility you would like to submit a reservation for, clicking on it will bring you to the facility details page. Clicking on any of the photos here will open a pop up window that shows additional photos of the space.



4

Select the date(s) you would like to reserve the space. (Remember all reservations must be entered 20 days before per district policy)

About this facility

Description

Commons (Cafeteria)

[Albert Einstein Elementary](#)

Offered with the facility

Comfort

Heat

AC

Tables/Chairs

Services

*Some services may be required for:

Personnel

Custodial

Miscellaneous

Energy Support

Possible uses

Arts

Concert

Education

Class • Workshop

Fitness

Fitness • Exercise Class

Repeats weekly

Repeats on

S

M

T

W

T

F

S

Starts on
Jul 28, 2026

Ends on
Jul 28, 2026

Cancel

Select 1 day

Open availability through 11/30/2026

Cancel

Select 1 day

& end time

1:30 PM - 3:00 PM (1hr 30m)

at/Add days?

Select more days...

Add 1 day

Does not repeat

Select more days...

Repeats weekly...

More items in

5

Select start and end times. Then click continue. Note: If the times you want are greyed out you can write detailed notes in the comment section at the end and an elevated approver will go in and change them for you if the times will work for the site.

Finalizing your Reservation

7

Name your event -
be specific

Select the event
type from drop
down

Enter the # of
attendees
expected

Answer the
remaining
questions
according to your
event

Select continue



Person or Organization Booking Event:
Jackie's Renter Test Account

Event Name
Birthday Carnival Test

Event Type
Other (meeting, class, etc.)

Number of Attendees
400

Is this a school-oriented (PTA/PTSA/Booster Club) Activity? if yes, please describe which organization.
Otherwise, please enter N/A.
Enter Your Answer ...
Visual Arts Booster Club

Is this a government-sponsored activity?

Effective June 15, 2016 to June 14, 2022, the following local governments are participants in the joint use of recreational facilities. The following organizations qualify for use: Hillsborough County, City of Plant City, City of Tampa, City of Temple Terrace.

HCPS will make available property, specifying the location, and scheduled times for use of the property. No rental fee will be charged by HCPS. However, HCPS will charge for all direct costs associated with the use of the Property including but not limited to, staffing (including overtime at current established rates), and materials and/or supplies associated with use.

Applicable fees: a) Restroom fees: User will pay HCPS for restroom supplies at game facilities. HCPS will keep their restroom facilities open for games throughout the season. There will be no restroom fee at practice facilities and b) Facility: User will pay HCPS to have a staff member open and close facility for approved events.

Nothing herein is intended to serve as a waiver of sovereign immunity as provided by s. 768.28, Florida Statutes, by any agency or political subdivision to which sovereign immunity may be applicable.

In the event of any conflict between this Agreement for the Use of Facilities and the General Cooperative Agreement, the General Cooperative Agreement will prevail.

If Yes, please describe which local government that you are associated with (Hillsborough County, City of Plant City, City of Tampa, City of Temple Terrace). Otherwise, please enter N/A.
Enter Your Answer ...
N/A

Is this a personal/private business activity?
☐ Yes ☒ No

Reservation Details

Cafeteria
08/20/2022 8:00 AM - 4:00 PM

Parking Lot
08/20/2022 8:00 AM - 4:00 PM

Parking Garage
08/20/2022 8:00 AM - 4:00 PM

☐ My dates and times are flexible

Continue

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- ☐ Accept the Terms & Conditions
- ☐ Click submit

Terms & Conditions

The district has developed some basic rules governing proper conduct when using its buildings, listed here.

Prohibitions and Proper Conduct

- Users shall not post any materials the wall, ceilings, floors, fences, etc. unless the district has approved the materials in advance of the use. No signage, other than that used for directional purposes may be used. Directional signage must be put up before and taken down after the event and is limited to the same day as the event.
- Users shall not alter any facilities.
- The burning of candles or any other materials poses a fire hazard and is strictly prohibited.
- Proper footwear must be worn on appropriate surfaces.
- Users are required to remove their materials, equipment, furnishings, and rubbish after using the facilities. Room furniture must be returned to the original set-up. If the user leaves any materials, equipment, furnishings, or rubbish, the request will be denied.

Print or download the terms [here](#)

☐ I agree to the terms, Facilitron's [Terms of Service](#), and [Privacy Policy](#)

Submit

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On the confirmation page you can:

- Leave a comment/instructions
- Upload any documents
- Upload insurance if needed.



Request #K2UQ7BQDUGGN

- ☒ Your request has been submitted
- If your request is approved by St. Cloud High School, you will receive an email notification with final pricing. This approval process may take several business days.
 - While Facilitron aims to provide up-to-date schedules, some internal events not listed on the calendar, may lead to potential delays.
 - Please note: All payment and insurance requirements must be satisfied before you are authorized to use facilities at St. Cloud High School.

Manage your request

- ☐ Provide insurance Required [Select file](#)
- ☐ Upload documents (PDF up to 11 MB, PNG, JPG, JPEG up to 5 MB) [Select file](#)
- ☐ Leave instruction or comment [Add comment](#)

Have questions?

[When will my reservation be approved?](#)

[How do I add to my business confirmation?](#)

Football Championship

School District of Osceola County | St. Cloud High School
Requested By: Vandelay Architects (Jesse & The Facilitron Team)

Field - Football (Turf)
Sat, Apr 11, 2026, 7:00 AM - 8:00 PM

Total (See breakdown) **\$2,945.00**

[Go to Request Management Page](#)

What's next?

[View cart \(2\)](#)

[Explore other facilities](#)

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- ☐ Select payment option "By Mail"
- ☐ Click Submit

Payment

Card

eCheck

PayPal

By Mail

To pay by check or money order:

1. Please make your check or money order payable to Facilitron. Facilitron, Inc. is the authorized processor of all payments for this transaction.
2. Include printout of the confirmation email or write the order number from the confirmation email on your check.
3. Mail to: Facilitron - Requests, PO Box 1935, Los Gatos, CA 95031-1935.

Birthday Carnival Test

Attendance: 400

Blake High School

Requested By: Jackie's Renter Test Account (Jackie Keith)

Cafeteria

08/20/2022 8:00 AM - 4:00 PM

Parking Lot

08/20/2022 8:00 AM - 4:00 PM

Parking Garage

08/20/2022 8:00 AM - 4:00 PM



Order Summary

Site Supervisor	\$400.00
Custodial Staff	\$192.00
Tampa PD	\$344.00
Custodial Supplies	\$159.81
High School Cafeteria Utilities	\$224.00
Facility Rental:	\$1,204.48
Sub Total:	\$2,524.29

Pay Now: **\$2,524.29**

☐ My dates and times are flexible [?](#)

Submit

Helpful Links

[Why am I being charged these rates/fees?](#)
[Can I cancel a reservation?](#)
[Can I get a refund if I need to cancel?](#)
[View more](#)

***Note: Appropriate fees will be waived once all needed documentation has been uploaded**



↓ Reservation Detail Page

Click on the reservation number to view and/or make any changes or to cancel the reservation.

Leave detailed notes of any changes or request you have.

Upload insurance

Upload your insurance here

You are required to upload insurance from any vendors you're planning to use in the documents section

Be sure to label them with the name of the vendor and provide a list of vendors being used

Attach Document

You can upload files with instructions, illustrations, diagrams or legal documents.
(PDF, JPG, PNG, etc. - maximum file size 10MB)

[Choose File](#) | COI Kona Ice f...ools-2022.pdf

Document Name

Kona Ice Liability Insurance

Expiration Date

12/01/2022

Document Type

Other

Applies to

This Reservation

Please select a file to upload.

Close

Upload

The screenshot shows the 'Reservation Detail Page' with a sidebar on the left and a main content area. The sidebar includes sections for 'Reservation Info', 'Insurance', and 'Documents'. The main content area has a 'Reservation Info' section at the top, followed by an 'Insurance' section with a red box around the 'Upload Insurance' button. Below that is a 'Documents' section with a red box around the 'Attach Document' button. The right sidebar contains a 'Reservation Notes' section with a text area for leaving detailed notes.

Leave your detailed notes here →



***If your event is during school hours and you could not select the times needed, please leave detailed notes to change the dates and an elevated approver will change them for you once the school site has approved your requested dates**



Look back at previous reservations and learn from the past! Check out the comments to get the history.



Use Facilitron to provide the history of PTA/PTSA and Booster events to upcoming classes!



Make notes in the comment section about what did and what didn't work at your event!



Upload photos in the document section of the reservation to show the layout for recurring events.

😊 Teamwork Makes the Dream Work 😊

For 24/7 assistance contact Facilitron 1-800-272-2962

For helpful videos & How-to's visit: <https://support.facilitron.com/support/home>

Certificate of Insurance Requirements



Insurance Requirements:

Coverage shall be maintained during the term of this Agreement and for a period of three (3) years thereafter. Insurance is to be placed with insurers authorized to conduct business in the State of Washington and with an A.M. Best Co. rating of not less than A-. All policies must be occurrence-based and cannot be claims-made based. Limits shall not be less than the following:

- All PTSA's and Booster clubs must have a current Certificate of Insurance on file with the district
- Minimum Requirements
 - Commercial General Liability Limits: \$1M per occurrence/\$2M aggregate
 - Physical and Sexual Abuse coverage: \$1M per occurrence/\$3M aggregate
 - Lake Washington School District must be named as an additional insured
 - Waiver of Subrogation clause
- Commercial General Liability issued on form CG 00 01:
 - \$1,000,000 Per occurrence for bodily injury and property damage.
 - \$1,000,000 Personal injury
 - \$2,000,000 Annual aggregate limit.
 - An endorsement shall be issued on the general liability policy naming Lake Washington School District, its directors, officers, representatives, employees and agents as additional insureds.
 - The policy shall include a waiver of subrogation clause and be primary and non-contributory. Lake Washington School District's coverage shall be considered excess over any other available coverage.
 - There cannot be any sub-limits on any Commercial General Liability policies.
- If services include professional services provided directly to students, then professional liability insurance with limits of not less than \$1,000,000 per claim / \$3,000,000 aggregate will be required. There cannot be any sub-limits on any professional services policies.
- Physical and Sexual Abuse coverage \$1,000,000 per claim/\$3,000,000 aggregate.
- When services are provided on District property:
 - Commercial Auto Liability of at least \$1,000,000 providing owned, hired, and non-owned auto liability.
 - If services are provided by an individual and not an LLC or corporation, then Vendor agrees to carry Personal Auto Liability coverage in an amount that meets or exceeds the Washington State law requirements.
- A certificate of insurance and additional insured endorsement shall be submitted to Lake Washington School District, Risk & Safety Services Department prior to commencing work.
 - **Certificate Holder:**
Lake Washington School District No. 414
16250 NE 74th Street
Redmond, WA 98052

pnysin@lwsd.org | E-mail Address
- Notification shall be submitted to the District as soon as possible of any cancellation or material changes in coverage.
- Any deductibles or self-insured retentions in excess of \$10,000 must be declared to and approved in advance by Lake Washington School District. Vendor will be responsible for any deductible or self-insured retained limit.

Using Outside Vendors

- Vendors need to provide a COI naming the PTSA/Booster club as the additional insured.
- Upload vendor COI to the documents section
- PTSA/Booster member must be present while vendor is on site (please provide name of chaperone on reservation)

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER		CONTACT NAME:		Name		
Name of Broker/Agent		PHONE (A/C, H/A, Ext.):		Phone number		
		FAX (A/C, No.):				
		EMAIL:		Email address		
		INSURER(S) AFFORDING COVERAGE		NAIC #		
		INSURER A:		Insurance Company Name		
		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
		INSURER F:				
INSURED		Outside Vendor's Name				
COVERAGES						
CERTIFICATE NUMBER:						
REVISION NUMBER:						
THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSUR LTR	TYPE OF INSURANCE	ADOL SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	☐ CLAIMS-MADE ☒ OCCUR					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMPROP AGG \$
	☒ POLICY ☐ PRO-SECT ☐ LOC					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO					BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	☐ HIRE AUTOS					
	☐ NON-OWNED AUTOS					
	UMBRELLA LIAB					EACH OCCURRENCE \$
	☐ EXCESS LIAB					AGGREGATE \$
	☐ OCCUR					
	☐ CLAIMS-MADE					
	DED					
	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					W/C STATUS: TORY LIMITS OTH-ES
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in RI)					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						
Renter should be named as an additional insured						
CERTIFICATE HOLDER				CANCELLATION		
Your organization including address				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE		

A large orange circle is positioned on the right side of the slide, partially overlapping the white background.

Questions?
