



Scheduling Tips

Use a Normal schedule or Recurring schedule to submit a request. 90% of the time a Normal schedule will be compatible with your scheduling needs.

Do not schedule the Auditorium and another area on the same request. School Dude has a glitch when the Auditorium is scheduled with another area. Please submit requests for the Auditorium on a separate request. All other areas of the School can be book on a request together.

Please submit your requests a minimum of two weeks prior to the event date. The best practice is to submit a request as soon as you have a date needed. Requests can be submitted at any time for the entire School year.

Contact your building BCF Custodial Lead with any set up requirements a minimum of 1 week prior to the event date.

The Description box should list any outside vendors, rental equipment, bounce house, food truck, and for an assembly the presenter or company name.

A Certificate of Insurance is required for anyone that will be providing services and or bringing equipment to our District. It is the requestor's responsibility to obtain the certificate of insurance. Once you have obtained the certificate of insurance, please forward it to Barbara Dodd in Facilities.

The District has strict policies on the rental of bounce houses, carnival games & rental equipment.

1. The item rented must have an up to date inspection sticker on it.
2. Need proof of insurance from the company supplying the equipment, naming EHT BOE as additionally insured. (Please see sample insurance)
3. Facilities must be notified of the date and time equipment will be dropped off. We need to schedule an employee to be there to ensure inspection stickers are up to date.
4. A person from the company providing the equipment must stay on site at all times. This applies to bounce houses & dunk tanks only.

