Facility Use FAQ

What are the terms used by the online facility use system?

• **Organization Event Coordinator (OEC)** is a person who submits a request to use a facility.

• **Submitted** means that an application to use a school facility has been successfully entered in the system.

• **Approved & Inactive** means that a request has been approved by the school principal but has <u>not</u> yet been reviewed and approved by the School Board.

• **Approved & Active** means that a request has been approved by the School Board and the organization is cleared to use the requested facility.

How do I view the Bergenfield Facility Use Calendar?

Click on this [Bergenfield Facility Use Calendar](#) link or go to www.bergenfield.org, select the "**Board of Education**" tab, then select "**Facility Use Calendar**" from the dropdown menu.

Does my organization have to request authorization to view a calendar for availability?

No. All visitors to the [Bergenfield Facility Use Calendar](#) can view the calendar to see if a facility is available for use.

Please note that this calendar will only display events that have gone through the complete approval process (Approved & Active). This calendar will not include all school events and activities, and some facilities that appear to be available may not always be available for use.

How do I register my organization?

A representative of your organization must create an online account (please see **STEP 1. Register Your Organization and Create an Account)** and must be approved as an Organization Event Coordinator (OEC).

How will I know if I have been approved as an Organization Event Coordinator?

After completing STEP 1. Register Your Organization and Create an Account, you will receive an email from the SchoolDude Message Center confirming that a request has be created and is **pending**. Once the Facility Administrator confirms your Organizations application and receives a copy of a valid Certificate of Insurance, the online application will be changed to **Approved,** and an automatic email from SchoolDude Message Center will be sent to you. You can proceed to **STEP 2. Submit a Facility Request**.

How do I check to see if the day is available?

When making a request, the OEC is required to check for conflicts by clicking the "Check Availability" button within the facilities request page prior to submitting the request. If a request is submitted containing a scheduling conflict with an already approved event, the second request will be declined by the Facility Administrator.

What is the turnaround time for requests?

Average approval time is approximately 30 days from initial request, contingent on Facility Administrator receiving all necessary information (completed application and valid Certificate of Insurance).

How will my organization know if the request to facility use has been approved?

The OEC will receive an email from the **SchoolDude Message Center** stating that the request has been **approved** and is **active** in the scheduling system (email subject will state "Your requested schedule is activated".

The event will be displayed in the [Facility Use Calendar](#).

Will my organization need to bring proof of the approved request on the date of our activity?

Yes, the OEC needs to print the email stating that the facility request has been approved and is **active** in the scheduling system. This serves as authorization that the facility request was approved to take place.

Where can I send a copy of my organization's Certificate of Insurance?

Email a valid Certificate of Insurance to: facilityrequest@bergenfield.org or
Fax to: 201-385-3718.