Facility Rental Flow Chart

ALL COMMUNITY USERS
(Categories II-IV)

1. Request access to **Master Library Scheduling (MLS)**, our new scheduling program, by creating an account at:
   https://wa13.mlschedules.com/Register.aspx
2. Submit required Compliance and insurance forms to the Capital Projects & Facilities Department.
3. Login access granted upon approval of form submissions. You may now schedule facilities.

REQUEST FACILITY USE
1. All requests made through **MLS** for available facilities.
2. Estimates for facility rentals available upon request.
3. Applicable fees and staffing will be assigned by Schedulers. See below.

BHS & COMMODORE
Fields, Gyms, Parking Lots
Requests approved by
JILL COLLEY
JColley@bisd303.org

BLAKELY ELEMENTARY
Room Rentals
Requests approved by
KYANNE HAWKINS
KHawkins@bisd303.org

ELEMENTARY / INTERMEDIATE SCHOOLS
Fields & Parking Lots
Requests approved by
BILL ACKERMAN & HEATHER PATTON
BAckerman@bisd303.org
HPatton@bisd303.org

ORDWAY ELEMENTARY
Room Rentals
Requests approved by
SARAH DUNSTAN
SDunstan@bisd303.org

WILKES ELEMENTARY
Room Rentals
Requests approved by
SHEILA JAKUBIK
SJakubik@bisd303.org

BHS
Room Rentals
Requests approved by
FLO FERGUSON
FFerguson@bisd303.org

COMMODORE OPTIONS
Room Rentals
Requests approved by
MICHELLE HOPE
MHope@bisd303.org

SAKAI INTERMEDIATE
Room Rentals
Requests approved by
IRIS WHITE
IWhite@bisd303.org

WOODWARD MIDDLE
Room Rentals
Requests approved by
SUSAN WAITE
SWaite@bisd303.org

APPROVED RENTALS/LEASES
Facilitated by
Custodial, Technology, Food Services and Maintenance Departments

FACILITY USER INVOICING
Generated by
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