

# AISD Facility Rental Process

Review Facility Use & Terms

- [View or Download Facility Use Terms & Fees](#)
- *Estimate request form available online.*

Review & Sign Facility User Agreement (FUA)

- Email completed [FUA](#) form to [sdibella@aisd.net](mailto:sdibella@aisd.net)

Request Access to CommunityUse (SchoolDude)

- [Click here for CommunityUse instructions.](#)
- *Follow instructions to register as a CommunityUse user*

Contact Campus regarding Availability (Optional)

- [School Directory](#)

*Special Restrictions for Professional Development Center & Center for Visual and Performing Arts*

- [Click here](#) to view Facility Rentals Website for restrictions

Request Event in CommunityUse (at least 4 weeks before event)

- [CommunityUse Requester Guide](#)
- *Remember insurance is required for every event*

Receive E-Mail from SchoolDude Confirming Submission

- Energy Management will send an Estimate

Campus Approves/Declines Request

- You will receive an email from SchoolDude notifying you of your request status

Schedule Routes to Energy Management for Review

- Signed FUA, correct insurance, and campus approval are required

Energy Management Invoices Organization for Cost of Event(s)

- Payment is due no less than 2 weeks prior to event date
- *Failure to pay in advance will result in event cancelation*

Upon Receipt of Payment Energy Management Activates Request.

- Once full payment is received, your event will be finalized.
- *You will receive an email from SchoolDude notifying you that your request has been activated.*