

## Mill Valley School District BookKing Facility Rental Instructions



Dear Mill Valley School District Facilities Users,

We are finalizing the switch from SchoolDude to BookKing as our facility rental platform. Below are instructions for accessing the public access site, creating/logging into your account, submitting rental requests, and completing payments. The information will also be posted to our website, <http://www.mvschools.org> under Facility Rental. The process is essentially the same as before, but submitting requests for multiple dates will be simplified!

### Logging In

- Visit [app.bookking.ca/millvalleyschoolspub](http://app.bookking.ca/millvalleyschoolspub)
- For those of you with current rentals, I have submitted your rental info and created your accounts. You will receive an email soon giving you access.
- For those of you that don't have current rentals, please create an account. You will receive an email to confirm and then you will be able to view the calendar and submit new booking requests

### Viewing the Calendar

- You can click Calendars to view what is already booked, and you can sort it by school and facility, and view by day, week, and month.
- There is an option to View Personal Calendar - that is where you can see all of your rentals in calendar form.
- For those of you who have already submitted requests in SchoolDude, please review the calendar on BookKing to ensure that they were transferred over properly. I had to do this manually, so I appreciate you double checking to make sure all bases are covered.

### Submitting a Booking Request

- Once you're logged in, go to Facility Booking Request
- You will see a list of facilities. Choose the school you want to book through or filter through activity type. Select the date, then choose the time(s) you want to book. Hit add selected. At the next screen, you can choose to "search again" to select more dates and

times or hit continue. You can also book custodial services by hitting search again and going to the “Book Service” option at the top.

- After hitting continue, you will see a summary of your rental information. The rate will be determined upon approval, so it will show up as \$0.

#### Approval Process

- Your request must be approved by both myself and the school administrative assistant. When I approve, I will enter the appropriate rate based on our [fee schedule](#).

#### Submitting Proof of Liability Insurance

- Please email me your proof of liability insurance ([afinlaw@mvschools.org](mailto:afinlaw@mvschools.org)) and I will note that you’ve sent it in your event submission.

#### Invoicing/Payment

- You will be invoiced upon approval of the event. You will receive an email with the invoice. Please pay by check made out to Mill Valley School District and please write facilities and the invoice number in the memo of the check. We will explore other modes of payment as well, but for now it is just check.

#### Other notes:

- Please note that we must add school facility use/events first when the administrative assistants return in the fall before we are able to approve outside rental requests.
- Please try to submit accurate event dates and times to make the invoicing and payment process as simple as possible.
- Please look over the public calendar and make sure your previously approved events are there because I manually added them.