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www.eduhsd.net

El Dorado Union High School District is pleased to announce a new online facility request and rental system designed to provide a positive user experience for all. With the new system, reservation requests can be submitted easily and will be handled more efficiently. Renters will be able to access photos and descriptions, get estimated quotes and pay online.

In partnering with Facilitron, El Dorado Union High School District has launched custom facility use sites for the district and each school – allowing requests to be submitted at any time.

You can view and request all district facilities at <https://www.facilitron.com/eduhsd95667>.

Although the process of requesting/approval/management of facility use is now digital, what's implemented on Facilitron, remains the same as dictated by El Dorado Union High School District's board policies on facility use. The purpose of this new system is to replace the paper process for submitting a facility use request, keep in mind the availability calendar on Facilitron is not a live representation of the school site's real time availability - **The District's administrative staff makes final decisions on all facility use requests.**

Facilitron will assist with the set-up of organization and user accounts along with verification of non-profit status (if applicable). Facilitron will also collect payment and proof of insurance (certificate of insurance) on El Dorado Union High School District's behalf. Payments can be submitted conveniently on Facilitron. **Payment options include major credit cards, checks, ACH/eCheck and Paypal.** Proof of insurance (certificate of insurance) can also be conveniently uploaded into the system, and verified through Facilitron.

The new Facilitron system will launch in **January 2020**. **Once live, the only way to request use of a District facility is by creating a Facilitron account and submitting a request online.** Please click [HERE](#) for an introduction to placing a request. For those who had reservations with El Dorado Union High School District prior to Facilitron, accounts will be created on your behalf, and an automated email will be sent to you to create a password to access your renter account. Until the official announcement of the new program, please continue to place facility use requests using the existing "[Facility Use Application](#)" for EDUHSD.

If you need any assistance setting up an account and/or in submitting a facility use request, you can contact Facilitron directly at support@facilitron.com or by calling them at **800-272-2962 extension 1**.