

A red jagged starburst graphic with multiple points, resembling a lightning bolt or a starburst, containing the text "INTRODUCING A NEW".

INTRODUCING A NEW

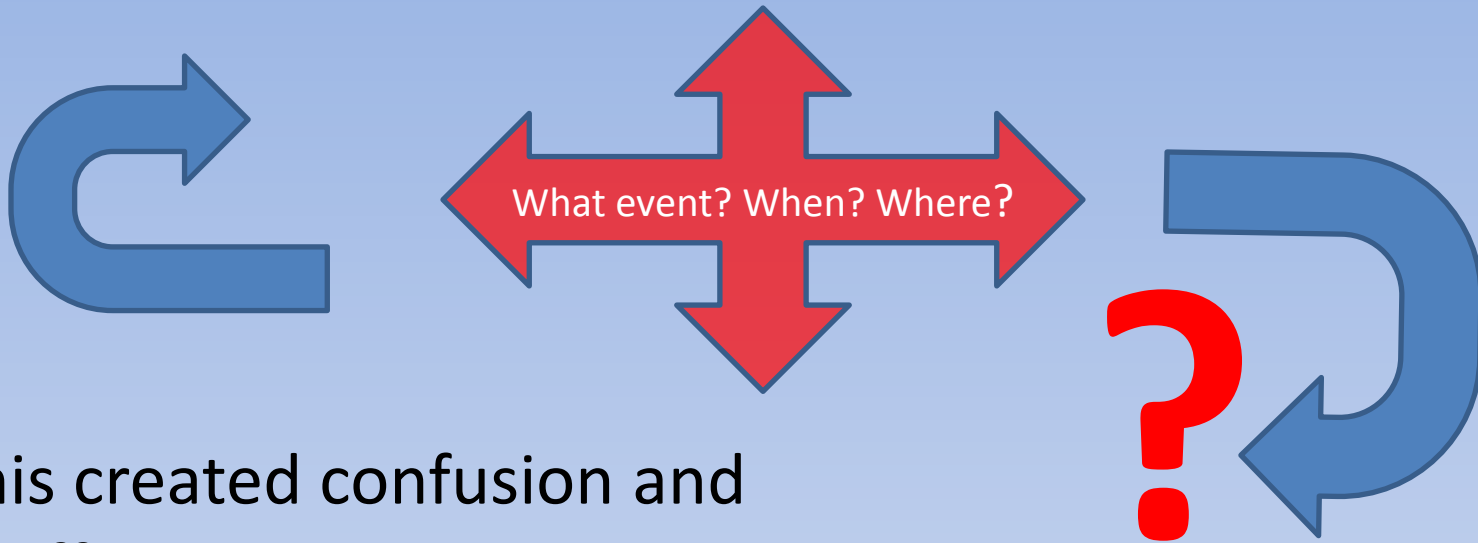
Homer CSD

Building Use Request Process

Until now, anyone seeking to use Homer School facilities encountered a system that was sometimes less than efficient.

It involved multiple parties who each received copies of a multi-part, paper-request form.

These paper forms often crossed each other in the interoffice mail and occasionally did not reach the final decision-maker until after an event had happened!



This created confusion and inefficiency, since sometimes key parties were not always aware of exactly which events were going on and/or where.

This resulted in confusion and space conflicts. Also, the process of copying and distributing multi-part forms expended staff time and resources.

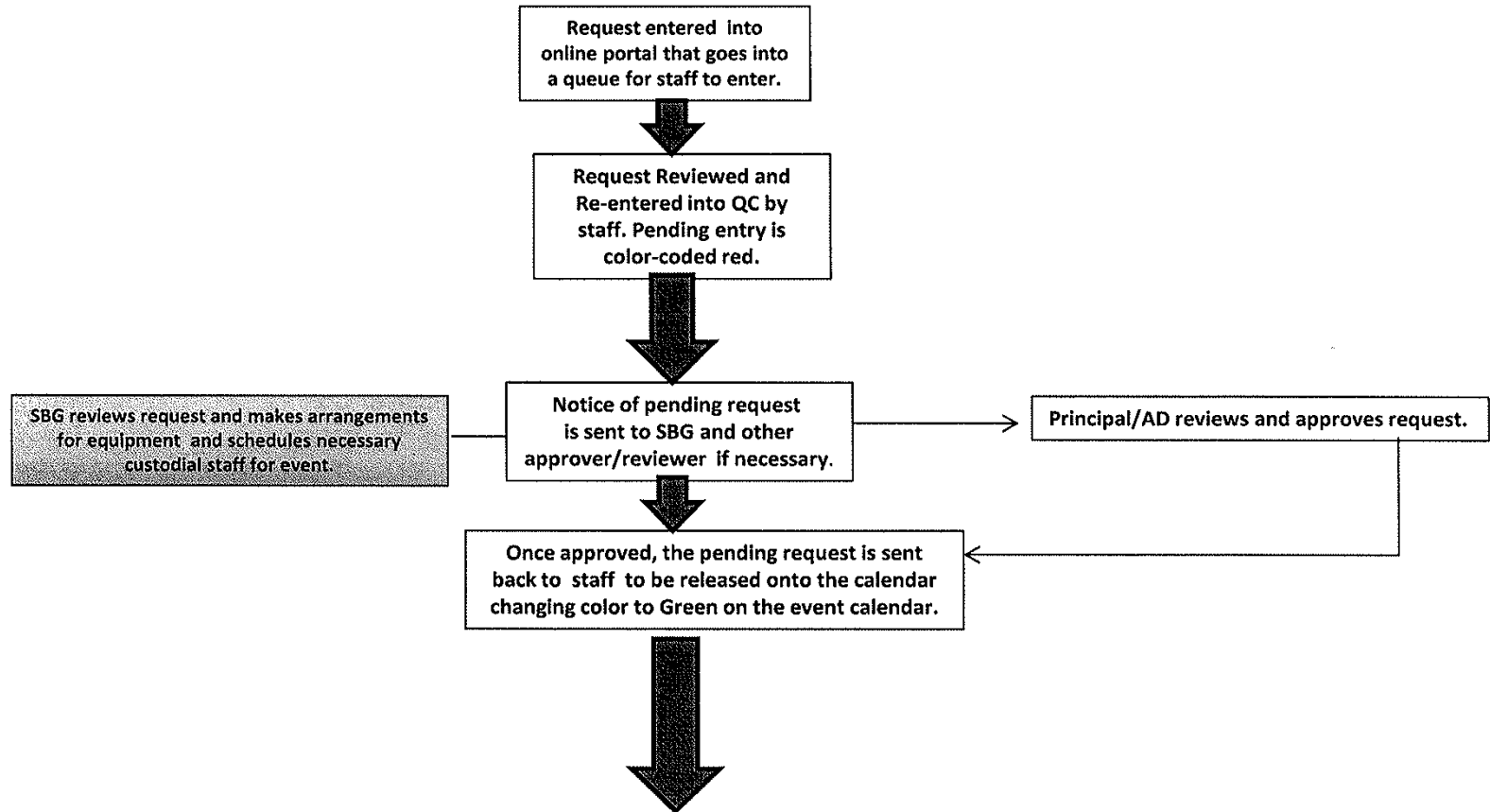
So what is the Solution?

What would a better process look like?

The District needed a customizable, single source solution accessible to everyone from the internet.

A real solution would take into account the needs of users, and would eliminate wasted time, wasted paper, duplications of approval and would be a pre-built tool with some customizable capabilities...

Online Building Use Request System Flow Chart



Hello,

In the Homer Central School District, we are proud of our facilities and we are please to share access to them with the community. Please take time to fill out the form below to request the use of one of our building or fields. Please note that we will not be able to approve requests on Sundays or holidays. Please check our [fee structure](#). And [check the calendar](#) to ensure availability. Thanks!

Requesting Organization

Organization Name	<input type="text" value="Cortland Elks"/>
Name of Requestor	<input type="text" value="Josh Finn"/>
Contact email	<input type="text" value="jfinn@homercentral.org"/>
Street Address	<input type="text" value="13 Townley Ave"/>
City	<input type="text" value="Cortland"/>
State	<input type="text" value="NY"/>
Zip	<input type="text" value="13045"/>
Daytime Phone	<input type="text" value="6077497241"/>
Cell Phone	<input type="text" value="6077497241"/>

Facility Requested

School Building	<input type="text" value="High School"/>
Facility/Room	<input type="text" value="150"/>
Date of Event	<input type="text" value="4/6/12"/>
Hours	<input type="text" value="4:00 PM - 600 PM"/>
Event Attendance #	<input type="text" value="6"/>
Purpose of Activity	<input type="text" value="Bingo"/>
Admission Charge	<input type="text" value="\$0"/>
Additional Requirements	<input type="text"/>

I have certificate of insurance [?](#)

Terms and Conditions for Building Use

1. Any outside group who uses the facilities of Homer Central School District should make the following information available to all persons who enter the facilities.
2. All occupants are to be notified of the fire exit plan and the location of the fire alarm pull stations prior the start of the

I agree to the Terms and Conditions for Building Use on behalf of my organization

Submit Request

Homer Central School District Code of Conduct

Board of Education approved June 26, 2001
Revised May 22, 2002
Reapproved June 25, 2002
Revised and Reapproved June 10, 2008

I agree to the Code of Conduct Agreement on behalf of my organization

Once a request is complete and entered the requestor will see this message below, an email is generated and sent to the coordinator and calendar owner(s) like the one on the next slide... .



THANK YOU FOR YOUR SUBMISSION.

A member of the HCSD team will be in contact with you about your request.



Facility Use Request

Service calls x



jfinn@homercentral.org

4:20 PM (1 minute ago) ☆



to me ▾

ORGANIZATION NAME	Cortland Elks
NAME OF REQUESTOR	Josh Finn
CONTACT EMAIL	jfinn@homercentral.org
STREET ADDRESS	13 Townley Ave
CITY	Cortland
STATE	NY
ZIP	13045
DAYTIME PHONE	6077497241
CELL PHONE	6077497241
SCHOOL BUILDING	HS
FACILITY/ROOM	150
DATE OF EVENT	4/6/12
HOURS	4:00 PM - 600 PM
EVENT ATTENDANCE	6
PURPOSE OF ACTIVITY	Bingo
ADMISSION CHARGE	\$0
ADDITIONAL REQUIREMENTS	
INSURANCE	on
TERMS	1
CODE	1
DONE	Submit Request

This email let's the coordinator and calendar owner know that there is a request pending that must be processed.

So what is the solution?

Que Centre is....

- Web-based and easily accessible. ✓
- It allows for real-time changes. ✓
- As employed it will not allow for prank entries to be posted to calendar. ✓
- It allows principals to approve their own building's requests. ✓
- It allows all parties to know what events are being scheduled. ✓
- It virtually eliminates use of paper and reduces the time cycle for approvals. ✓
- It even will integrate into our building light and temperature control systems, saving even more money. ✓
- It is purchased through BOCES and is aid eligible. Net Cost \$1,500 ✓

Que Centre Event Scheduler

Allows the District to have an online calendar viewable by day, week or month.. With enough customizable features that the District can set-up the system to fit its needs nearly 100%.

Approvers and Calendar Owners:

There are actually two calendars:

A District-wide Events calendar and an Athletic calendar.

When viewing the calendar online, the default view will show all events – however a viewer can choose to see only athletics if they so choose.

The owner for the District-wide calendar is the Que Centre Coordinator. The AD owns the athletic calendar.

Principals are the building owners.

They must approve all events in their buildings.

The Owner/approver relationship between principals and the AD is established to require participation of each to keep both principal and the AD informed of all building requests and events.

Now, let's go to the
Que Centre Calendar
to see what it looks
like.

<http://quecentre2.cnyric.org/HomerCentral/Events/EventScheduleCalendar.aspx>

Rolling Out Que Centre...

The change-over to the new request portal and to Que Centre from paper forms will be announced on the District's website and in the next electronic edition of the Trojan Messenger.

Outside groups could be notified by direct email or telephone of the new request portal. Regular facility users such as the Old Timer's Band and Homer Brass, will be contacted personally.

BOCES offers support for Que Centre users and training will be made available through the support staff.

Homer Administrators will be shown the simple steps for reviewing and approving requests during the next few weeks. The system will be fully up and running by June 30.

Questions?