



# Chino Valley Unified School District

## Facilities Use: New Organizations & New Users to FSDirect

Before you can submit a Facility Use Request, please be ready to provide the following:

- The name, billing address, and phone number of your organization.
- Certificate of General Liability Insurance (\$1 million) and General Aggregate (\$2 million) naming the Chino Valley Unified School District as the Certificate Holder and Additionally Insured.
- If your organization is a non-profit and in order to qualify for direct cost fees, please provide a copy of the IRS tax determination letter for your 501(c)(3).
- Please provide the name, day-time phone number, cell phone number and email address of the person who will be submitting requests.

When you have all the documents listed above, please scan and email the information to:

[CVUSDFacilityUse@chino.k12.ca.us](mailto:CVUSDFacilityUse@chino.k12.ca.us).

Once received, your organization will be entered into the SchoolDude FSDirect system, and your contact person will receive an email notification. Please refer to the link for the Requesters' Guide to Facilities Use Online Application Process on the District's website.

If you are a new contact for an existing organization, please use the following directions:

- Go to the District website [www.chino.k12.ca.us](http://www.chino.k12.ca.us).
- Click on "Departments" then "Facilities, Planning, and Operations Division."
- In the yellow box on the left, click on the "Facilities Use – SchoolDude FSDirect" link.
- Scroll down the page and click on the "Facilities Use Terms-Conditions-Login" link.
- Review the page and click on the "I Accept Terms and Conditions" link at the bottom of that page, which will take you to the SchoolDude login screen.
- Enter your entire email address in the login box; that is your login name.
- The system will prompt you to enter your information and take you to the place where you can enter a New Schedule.
- Please use either the Normal Schedule for 20 or fewer dates or the Recurring Schedule for up to 100 dates. Password is "cvusd" (all lower-case letters).
- Refer to the "Requester Quick Step Guide FSDirect," if you have any questions as you are filling out the online request.

*Please avoid using the Irregular Schedule. It is for very complicated requests and generally is not necessary for District facility use.*

**For future communication, i.e., questions, cancellations, changes to your approved schedules, and/or organization information, please email**

[CVUSDFacilityUse@chino.k12.ca.us](mailto:CVUSDFacilityUse@chino.k12.ca.us).

Facilities Use Website Direct Link: <https://www.chino.k12.ca.us/Page/21720>