FACILITY SCHEDULING

It’s more Than Reserving A room
Challenges Meet Solutions

- Facilities Office / Business Office
  - Community Use of Schools
  - Perception gaps
    - Your facilities do not run 24/7!
  - Streamline your process
    - Are you still using paper forms?
    - How are you notifying the proper staff for set up needs?
  - Customer Service
  - Internal/external relations
  - Risk management
    - Do you know who is in your facilities after hours and on the weekends?
    - Are you protected by tracking insurance for outside groups?
  - Audits & Reporting
  - Benchmarks/KPI
  - Generate revenue

- Energy Office
  - Rising energy costs
    - Are you covering your costs when outside groups are using your facilities?
  - Automation/intelligence to reduce energy costs
    - Are you setting schedules for manual overrides?

- Technology Office
  - Internal/external relations
  - Customer Service
Event Scheduling is Complicated!
Critical Questions

• Who do you Charge?
  – How often do you review your fees?
  – Who tracks and collects fees?
  – Hourly rates, flat fees, combination of both?

• How many events each year?
  – Is it increasing or decreasing?
  – Types of groups using the facilities?

• What type of process do you use?
  – Paper/Triplicate Form routed for approval
  – Emails or phone calls
  – Fees are applied, tracked, collected
Facility Use – Facing the Facts

• Approximately 97% of schools are losing money on community facility use.

• But most school officials still want to use their facilities to serve the community.
Why are 97% of Schools Losing Money on Facility Use?

• Event related expenses that are not recovered:
  – Increased utility usage
  – Custodial overtime
  – Event security (lock/unlock facilities)
  – Additional maintenance and supplies
  – Facility / equipment wear and tear
  – Food service
  – IT services
Why are 97% of Schools Losing Money on Facility Use?

• Energy and money wasted by inefficient BAS scheduling:
  – Conditioning the entire building instead of just zones in use
  – Conditioning until buildings close instead of timing with facility events
  – Manual BAS overrides to coordinate with event schedules
  – Last minute facility schedule changes
Why are 97% of Schools Losing Money on Facility Use?

• Time-consuming processes for event management, coordination and communication:
  – Interruptions – phone calls, emails, drop ins
  – Paper forms and calendars
  – Keeping all parties informed about event approvals and schedule changes
  – Coordinating internal event resource personnel
  – Data entry and manually generating invoices
POTENTIAL FOR COST RECOVERY

INCREASE IN COMMUNITY USE
ON THE RISE SINCE 2007

21%
POTENTIAL FOR COST RECOVERY

AVERAGES FOR FISCAL YEAR 2013, FACILITY USE RANED FROM

1.24 EVENTS PER STUDENT
INSTITUTIONS WITH Less than 5,000 students

0.93 EVENTS PER STUDENT
INSTITUTIONS WITH 5,000-10,000 students

0.62 EVENTS PER STUDENT
INSTITUTIONS WITH 50,000 or more students
POTENTIAL FOR COST RECOVERY

EFFICIENCY GAINS & COST RECOVERY

$102,060
AVERAGE ANNUAL COST RECOVERY

$18
RECOVERED PER STUDENT

$5
EFFICIENCY GAIN PER STUDENT

IN AVERAGE INSTITUTIONS OF 5,000-10,000 STUDENTS
Event Security Roles & Automatic Routing

You can determine how to customize your system; keep it simple or use a chain of command.

1. Command Structure

2. User Roles

- Outside Organizations
- Requesters
- Site/Building Admins
- Service Providers
- System Administrators
Example Shown: Confirmation that an outside event coordinator can access CommunityUse to submit schedule requests and get status updates
Automating Approvals and Service Assignments

- Electronic Approvals
- Workflow can be set by Location/Building/Room
- Date/Time Stamp
- Conflict Resolution
Internal Calendars

Event Calendar for September 2013

Week of September 1, 2013 to September 7, 2013

Sunday - 9/1/2013

- **Holiday**
  - SDYS - Soccer Practices
  - SDYS - Soccer Practices
  - SDYS - Soccer Practices
  - SDYS - Back to School Night

Monday - 9/2/2013

- **Bake Sale**
  - SDYS - Soccer Practices
  - SDYS - Soccer Practices
  - SDYS - Soccer Practices
  - SDYS - Soccer Practices

Tuesday - 9/3/2013

- **Tech Club Meeting**
  - Staff Meeting
  - SDYS - Soccer Practices
  - SDYS - Soccer Practices

Wednesday - 9/4/2013

- **SDYS - Soccer Practices**
  - SDYS - Soccer Practices
  - SDYS - Soccer Practices

Thursday - 9/5/2013

- **Phone Training**
  - Boy Scout Pack Meeting

Friday - 9/6/2013

- **Tech Club Meeting**
  - SDYS - Soccer Practices

Saturday - 9/7/2013

- **Choir Concert**
- **BC Carnival**
  - Basketball Practice
Sample Invoice

**Remit Payment To:**
Insert Your Name Here
Address 1
7232 Bedford Ridge Drive
Apex, NC 27539

SchoolDude.com
Attn: Office of Community Use
11000 Regency Parkway
Cary, NC 27511

**Contact:** Sue in Accounting
**Phone No:** 919.816.8237

**Email:** mglines@winds.net
**Phone No:** 555-555-5555
**Fax No:** 12345AA

**Sales Tax Exemption No.:** 555-1ab

**BILL TO**
AAU Basketball League
Michael Glinos
123 Main St.
Cary, NC 27511

**Schedule ID:** 2073
**Location:** DS Center
**Building(s):**
**Room(s):** Gym - Practice Gym 1

**Event:** 6/21/2012 7:00PM - 9:00PM
**Description:** Basketball 40+

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**Event Total Costs:**

**Invoice Total:** $157.00
**Total Sales Tax:** $0.00
**Total Payments:** $0.00

**Due Date:** 6/2/2012
Example Client Site

Gonzales Unified School District

Translation
Select Language
Powered by Google Translate

Navigation
About GUSD
California Department of Education

Calendars
City of Gonzales
Contact US
Employee Resources
GUSD Google Apps (Mail & Apps)
Gonzales Group Care

Facility Use Calendar
Facility Use Fee Schedule

IT DIRECT.
Incident Management

Maintenance DIRECT.
Work Order Tracking

FS DIRECT.
Facility Scheduling

Trip DIRECT.
Trip Management

MySchoolBuilding User Portal

Public Calendar

SCHOOLDUDE
Calendar Event Report

The Calendar Event report is a versatile report that can give a lot of information with minimal effort. You can generate the report in just several clicks. Follow these steps:

1. Click on the Calendar tab.

2. Once on the Calendar page, choose the month and be sure to filter the Calendar to find your Event. Click on the “Refresh Calendar” to change the Location and other options. (See diagram on right)

3. Click on “Print This” under Select Month/Year.

Continue to Step 4 on the next page
The report parameters window should pop up. You can customize your report and have it come out as either a Summary or a Calendar. Only the Summary Reports show the Event Tasks.

The Summary Report option will list the events in chronological order.

The Calendar Report will give you a printable version of the calendar.

When this option is selected, Rooms will be listed on the printable calendar.

Click on Print Now! when you are ready to print your report.

You can put custom start and end dates, but it defaults to the entire month.

The Summary Report 2 option will sort the events either by the Schedule ID number or alphabetically by the Room.

The Setup requirements put in the schedule will print only in Summary Report 1 or 2.

Choose PDF for a printable version of the report and HTML for the web version. (Choose PDF for easy printing and emailing)

If you have trouble printing the report, you may have a Pop Up Blocker installed in your browser. Try holding down the CTRL and ALT keys on your keyboard and then click “Print Now!” Keep holding both keys down until the report comes up.
Saving Time = Saving Money

- Automate event scheduling requests and approval routing
- A single, real-time calendar online, showing approved events and facility availability
- Reduce phone calls, emails and in person inquiries about facility availability
- Coordinate all departments and resources needed to support events
How can you save even more money?

- Coordinate BAS schedules with event schedules
  - Reduce energy costs 2-5%
  - Save 15-min per event by automating BAS overrides

- Invoice and recover facility use costs
  - Track event related costs
  - Automate invoice generation