

District Facility Use Website Guide

This resource provides customizable website copy to help your district communicate clearly about its facility use program and how renters can request access to school facilities through Facilitron. We've included pre-written language that explains the request process, outlines renter support resources, and highlights key features of the Facilitron platform. You can tailor this content to fit your district's specific policies, workflows, and branding. We recommend publishing this information on your district's website under the Facility Use, Community Rentals, or Use of Facilities section for maximum visibility and ease of access.

EXAMPLE FACILITY USE WEBPAGE

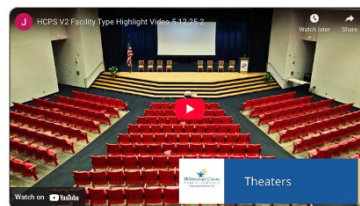


Facility Rentals with Hillsborough County Public Schools

Facility Rentals
[Terms & Conditions](#)
[Fee Schedule](#)

Hillsborough County Public Schools uses an online system, Facilitron, to manage facility rental requests. This system makes it easier for community members, organizations, and school partners to:

- **Submit Facility Requests Online:** Quickly and conveniently request the use of district facilities.
- **View Real-Time Availability:** Explore available spaces and check schedules instantly.
- **Access Facility Details:** View photos, descriptions, and amenities of available facilities.
- **Receive Instant Quotes & Pay Securely:** Get estimated quotes and submit payments online with multiple payment options.



Explore and Request Facilities

Users can explore facility options by navigating to our [district Facilitron page](#), where requests can be submitted at any time.

Discover the Hidden Gems of Hillsborough County Public Schools

From state-of-the-art auditoriums and expansive athletic fields to versatile meeting spaces, our facilities are more than schools — they're community hubs. Hillsborough County Public Schools proudly supports building stronger communities by opening our doors to local organizations, churches, performance groups, athletic leagues, and more. Affordable, accessible, and professionally maintained — come see how our spaces can help bring your vision to life.



Facility Use Resources

To support renters throughout the process, the following resources are available:

- [Facility Use Terms and Conditions](#)

How to Use the Following Content

- Replace placeholders such as **[DISTRICT NAME]** and **[ADD LINK]** with district-specific details.
- Embed links to key documents such as policies, fee schedules, and rental storefront.
- Include images or visuals (e.g., your Facilitron storefront or school facilities) to enhance engagement.
- Ensure your contact info and approvals process reflect current district procedures.



Copy/ Edit and Paste -Friendly Website Text

Facility Rentals with [DISTRICT NAME]

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Explore and Request Facilities

Users can explore facility options by navigating to our district page [ADD LINK], where requests can be submitted at any time. [ADD STOREFRONT IMAGE]

Facility Use Resources

To support renters throughout the process, the following resources are available:

- Facility Use Terms and Conditions [ADD LINK]
- Facility Use Fee Schedule [ADD LINK]
- Video Guide for Renters

District Policies & Approval Process

While the request process is managed through Facilitron, all facility use requests remain subject to [DISTRICT NAME'S] board policies on facility use. District administrative staff review and approve all requests to ensure compliance with established guidelines.

How Facilitron Supports the Process

- Account Setup: Helping organizations and users create and manage accounts.
- Non-Profit Verification: Verifying EIN & 501(c)(3) status, if applicable.
- Payment Collection: Accepting payments through major credit cards, checks, ACH/eCheck, and PayPal.
- Insurance Management: Uploading proof of insurance (COI) directly to the platform which verifies certificate of insurance for compliance.

Getting Started with Facilitron

All facility use requests must be submitted through a Facilitron account. If you had a prior reservation with [DISTRICT NAME], your account was created automatically, and an email was sent with instructions to create a password and access your account.

Need Assistance?

For help with account setup or submitting a facility use request, contact Facilitron's support team:

- Email: support@facilitron.com
- Phone: 800-272-2962
- Visit: [Facilitron Support Page](#)