FACILITY RENTALS' NEW BOOKING SOFTWARE

The Facility Rentals Department is excited to announce the launch of our new online booking software and procedure for all 2019-2020 school year bookings onwards. This transition will result in all rentals processes going online through our web-based platform for both internal users and community users. This new software/process will include user features such as: submitting booking requests online, online space viewing, online viewing of usage at facilities.

ACCESSING eBASE

District staff may access the online booking portal by following the link below, or by clicking here.
https://surreyschools.ebasefm.com/auth/login?return_uri=Lw%3D%3D

District staff will sign in using their credentials to sign into their computer

Example.
> *Username*: lastname_firstinital
> *Password:* regular computer password

Upon first login there will be a 1 minute, tutorial video which will provide a general overview to access system menus.

You will then be redirected to you school's rental home page. Should you move to a new school or department, your login information will stay the same and your access will automatically be switched over to your new school or department. Should you require access to more than one school or location, please contact Alisa Bjarnason at bjarnason_a@surreyschools.ca or 604-595-6391 with your name and locations you require access to.

Internal Bookings:

1. Log into the online portal, you will then be redirected to your home page.

2. On the left hand side you will hover over the calendar icon.

3. Click on "Community Use". You will be redirected to the page where you can submit new booking requests
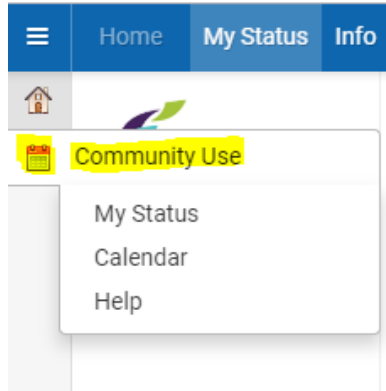
4. Click on "Create a new permit" on the left side. You will be redirected to a screen where you can put in the information regarding your bookings.
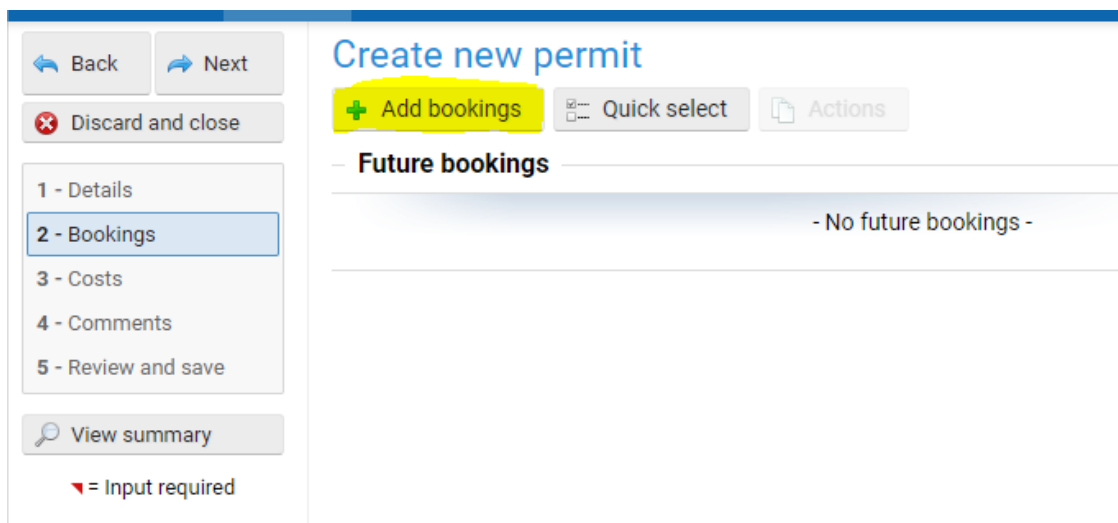

*Items to note:

    a. Permit Owner: This will auto populate to the name of the district staff member booking the event into the system

    b. Purpose: What the booking is for

    c. Attendance: rough estimate of expected attendance

    d. Indicate if alcohol or food will be served

    e. Complete as much information as possible and the click the "next" button on the left side of the screen. You will be redirected to the bookings page
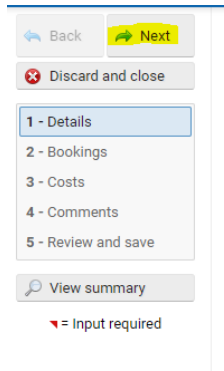
5. Click the "add bookings" button
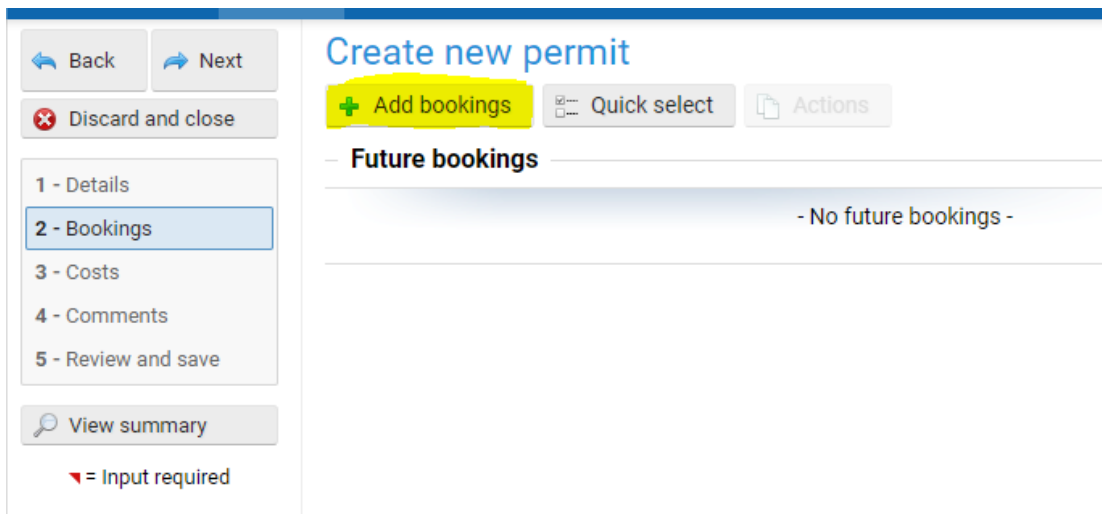
6. Under the "build" tab
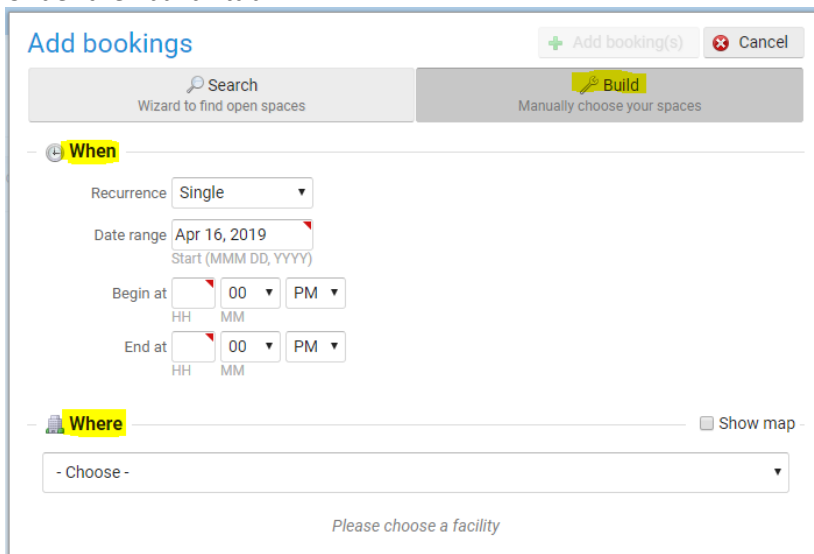
7. Select the date(s), times, location, and rooms for where you wish to host the event

a. If you are looking to book the whole school, scroll to the bottom of the page and select "Check all"

8. Once all days are selected, at the top of the page click "add bookings"

9. Click the "next" button on the left side of the screen. You will be redirected to the bookings page to confirm the dates of your event.
   a. If a warning pop's up saying the "system has detected that your request has conflicts, would you like to proceed?" Click yes and proceed anyways
   b. These conflicts will be reviewed by the rentals department and necessary changes will be made at that time.
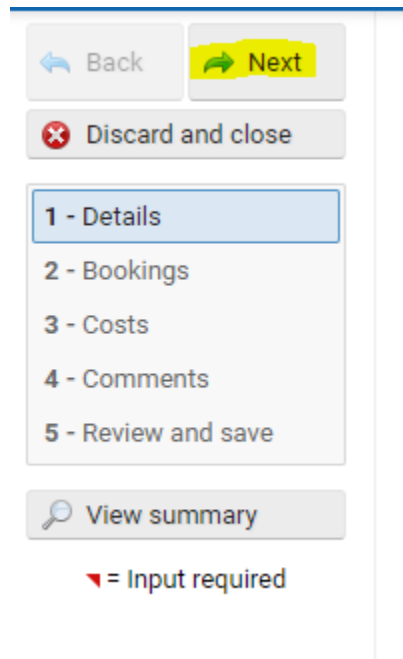
- You will then be redirected to the costs page, this will confirm no rental fees are being charged back to the department or school.
   *If you are having a large event over 40 people or with food or drink, custodial fees may apply. All requests will be subject to review.
- Click the "next" button on the left side of the screen. You will be redirected to the bookings page to add any event supervisors who will be on site during the event. You can also add additional comments where needed
   o Special Instructions: Use this space to communicate any additional information you would like us to know about the booking, or additional requests you may need. If you

require custodial overtime, security opening/closing, static guards, or ventilation please indicate this in the special instructions, along with the GL code to be charged to
- o Custodian: do not use
- o Permit Holder: do not use
- Click the "next" button on the left side of the screen.
- You will be redirected to review and submit your permit request. Exiting the page prior to submitting the request will result in all changes being lost.
- The request will then come to the rentals department, a member of the Facility Rentals Department will review your request and connect with the appropriate parties to approve the booking. The license holder and event supervisors will be notified of the approval.


Facility Rental Viewer: The Facility Rental Viewer will be discontinued for all bookings which start July 1, 2019 onward.

To access the new calendar view which will take the place of the viewer;

- log into the online portal, you will then be redirected to your home page
- on the left hand side you will hover over the calendar icon
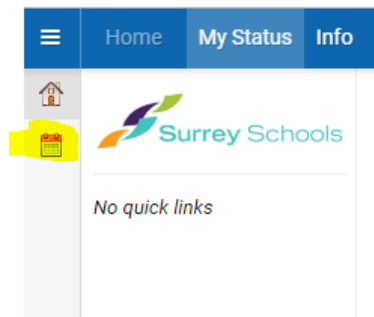
- From the pop out menu, click Calendar, you will then be redirected to a calendar view.
- On the left side of the screen
    - o Select "facility"
    - o Find the facility you would like
    - o Click "apply"
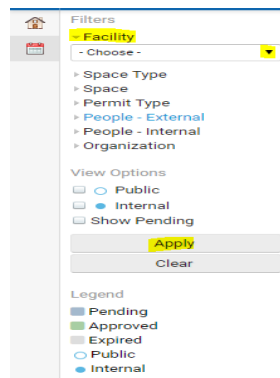
- On the right hand side you will be given the option to click between different schedule views; week, month, or agenda – due to frequent changes, if you do print this out please only print the agenda view each week.
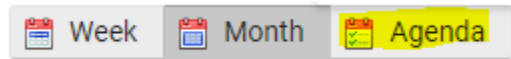
- If there is a group in the space you wish to book, follow the steps above to submit a request for the space you require. The facility rentals department will then review your request and proceed with next steps to book.

For further information or assistance contact Alisa Bjarnason at Bjarnason_a@surreyschools.ca or 604-595-6391

Thank you,

Facility Rentals Team

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