

Evergreen School District uses an online facility request and rental system, **Facilitron**, which is designed to provide a convenient and accessible user experience. Reservation requests are easily submitted and quickly reviewed by the district. Renters have the opportunity to view facility photos and descriptions, see real-time availability, get estimated quotes, and pay online/offline.

Facilitron is responsible for the collection of payment for facility uses as well as Certificates of Insurance (COI).

Payment options include PayPal, major credit cards, ACH/eCheck and traditional check. Proof of insurance (COI) can be conveniently uploaded into the platform, and/or it can be obtained directly through Facilitron.

You can view all district facilities at: <https://facilitron.com/esd95148>.

Facilitron will assist with the set-up of organizational accounts and the verification of their non-profit status (if applicable). If you need any assistance setting up an account and/or in placing a facility use request, you can contact Facilitron directly at: [support@facilitron.com](mailto:support@facilitron.com), or by calling: 800-272-2962 ext 0.

**Please note that availability for facility use requests for Summer 2020 will be made available on December 2<sup>nd</sup> 2019.**



