



## FACILITY RENTALS' NEW BOOKING SOFTWARE – GUIDE FOR DISTRICT STAFF

The Facility Rentals Department is excited to announce the launch of our new online booking software and procedure for all 2022-2023 school year bookings onwards. This transition will result in all rental 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.

**Elementary schools are rented out between 5:00 PM – 9:30 PM. Elementary schools that we rent include:**

- **Bernard Elementary School**
- **Little Mountain Elementary School**
- **McCammon Elementary School**
- **Sardis Elementary School**
- **Strathcona Elementary School**
- **Unsworth Elementary School**
- **Vedder Elementary School**

**Middle schools are rented out between 6:30 PM – 10:00 PM. Middle schools that we rent include:**

- **AD Rundle Middle School**
- **Chilliwack Middle School**
- **Mount Slesse Middle School**
- **Vedder Middle School**

If your school is a rental school, and space will be used or set up for school events during your school's rental hours, you will need to book off this time by submitting a new booking request. If this time is not booked off, you risk double booking with a rental group.

*Examples:*

- *Assemblies where set up takes place the night before OR extends into evening gym rental time.*
- *Anytime a portable stage will be set up.*
- *PAC meetings.*
- *Christmas and Spring concerts.*
- *Gymnastics equipment left set up in the gym.*
- *Parent teacher conferences.*
- *Grad events.*

School Closures (i.e., statutory holidays, winter break, spring break, professional development days, and summer break) as well as the first 3 weeks of September and last 3 weeks of June have been pre-blocked by the Facility Rentals Department and will not require further action. Our facility rental calendar can be found [here](#).

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## ACCESSING eBASE

District staff may access the online booking portal by following the link below, or by clicking [here](#).  
[https://sd33.ebasefm.com/auth/login?return\\_uri=Lw%3D%3D](https://sd33.ebasefm.com/auth/login?return_uri=Lw%3D%3D)

District staff will sign in using their Board credentials to sign into their computer. **Do not click on “Login with eBASE credentials”**



Example:

*Username:* firstname\_lastname

*Password:* regular school district password

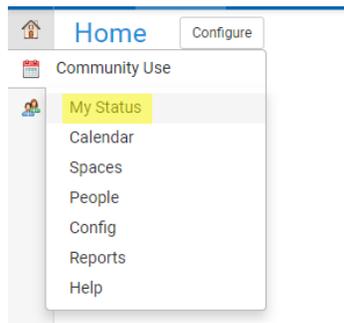
You will be redirected to your home page. Should you move to a new school or department, your login information will stay the same and your access will automatically be switched over to your new school or department. Should you require access to more than one school or location, and this is not showing up, please contact the Facility Rentals Department at [rentals@sd33.bc.ca](mailto:rentals@sd33.bc.ca) with the locations you require access to.

For any eBASE related technical problems please contact the Facility Rentals Department directly.  
**Do not contact Help Desk.**

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## Internal Bookings:

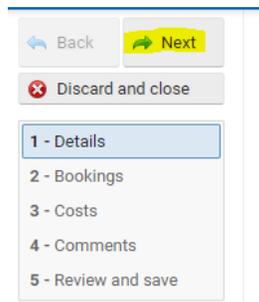
1. Log into the online portal, you will then be redirected to your home page.
2. On the left-hand side, you will hover over the calendar icon.
3. Click on “My Status”. You will be redirected to the page where you can submit new booking requests.



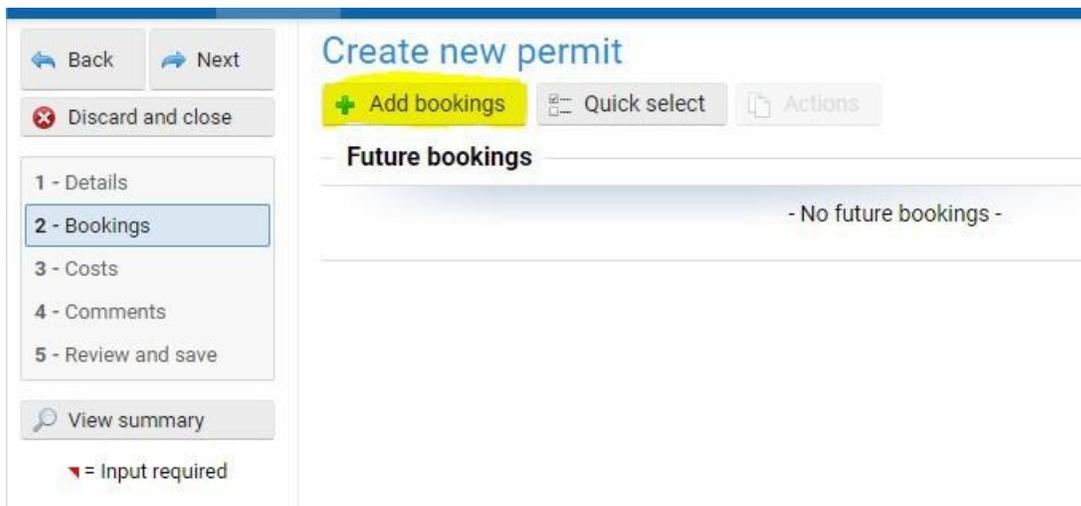
- Click on “Create a new permit” on the left side. You will be redirected to a screen where you can put in the information regarding your bookings.

**\*Items to note:**

- Permit Owner: This will auto populate to the name of the district staff member booking the event into the system.
- Purpose: What the booking is for (i.e. – Assembly, Christmas Concert etc.)
- Attendance: rough estimate of expected attendance.
- Scholastic Year: This will auto-populate to the current school year. If you are wanting to request for future dates, please update this accordingly.
- Renewal of: leave blank.
- Equipment: This is primarily used where district departments are renting at schools and require specific equipment for their booking.
- Click “Next”



- You will be redirected to the page where you can add the dates you are looking to book. Click the “add bookings” button.



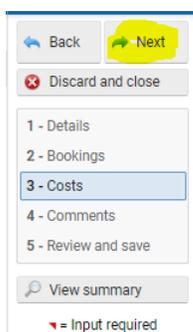
- A pop-up box will populate with two options – Search or Build. If you know what space you would like to book, click “build.” If you are looking for spaces with open availability, click on “Search.”

- Select the date(s), times, location, and rooms for where you wish to host the event.
  - If you are looking to book the whole school, scroll to the bottom of the page and select “Check all”
  - Recurrence:
    - Single – for 1 date only.
    - Daily – every single day between X date to X date.
    - Weekly and Bi-Weekly – you will be able to select the day(s) of the week you wish to book, and this will book them reoccurring every week or every other week.
- Once all days are selected, at the top of the page click “Add bookings”

- 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.
  - If a warning appears stating “system has detected that your request has conflicts, would you like to proceed?” Click yes to proceed anyways.
  - 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 OR if this booking is on a weekend/school closure, custodial fees may apply. All requests will be subject to review. Costs will be charged directly to your GL.

- **Requests where custodial is required on site beyond 8pm on a weekend or school closure will also require a security guard to close with the caretaker as per Work Safe BC. For additional information please contact [rentals@sd33.bc.ca](mailto:rentals@sd33.bc.ca). Security is \$30/occurrence plus 5% GST (costs subject to change.)**

10. 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.
  - This person must have their name and phone number listed here in the event we need to contact them regarding an emergency while they are on site. Do not put school phone numbers here.
  - If an email address is added – this person will receive an email once the contract is approved or if there are any changes to the booking.

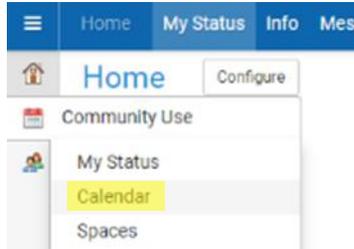


11. You can also add additional comments where needed.
  - Special Instructions: Use this space to communicate any additional information you would like us to know about the booking, or additional requests you may need as well as;
    - start and end time of event.
    - If you require chairs and tables to be set up in the gym or multi-purpose room.
  - Custodian: Any requests custodial should be made aware of.
  - Permit Holder: do not use.
12. Once you have entered any additional information you require, please click “Next”. You will be redirected to review and submit your permit request. ***\*You must click the “Submit Permit” button on the left side for your request to be saved. Exiting the page prior to submitting the request will result in all changes being lost. \****
13. The request will then come to the rentals department and a member of the team will receive your request and connect with the appropriate parties and departments to approve the booking. The License holder and event supervisors will be notified of the approval.

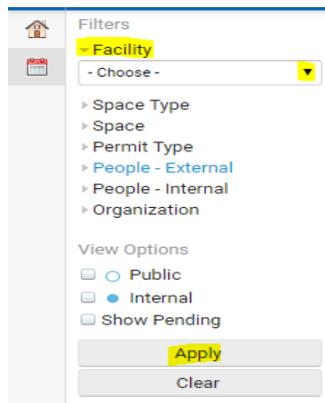
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## Facility Rental Calendar View

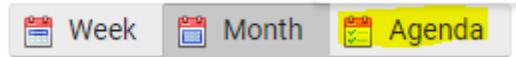
To access the calendar view:



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. From the pop out menu, click Calendar, you will then be redirected to a calendar view. You will be automatically directed to your school's schedule. If you have multiple sites, please follow the steps below.
  - On the left side of the screen:
    - Select "facility"
    - Find the facility you would like.
    - Click "apply"



4. 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.



5. 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 resolve the conflict.

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For further information or assistance contact the Facility Rentals Department at [rentals@sd33.bc.ca](mailto:rentals@sd33.bc.ca) or 604-701-4978.

Thank you,

***The Facility Rentals Team***

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