

Requester Screens

School to School

***Only use when requesting
space at a facility other than
your own***

July 2024



CHERRY CREEK SCHOOL DISTRICT

FACILITIES REQUEST SYSTEM

 [View the Facilities Calendar](#)

UPDATE as of July 20, 2021

INDOOR & OUTDOOR RENTALS

We are happy to announce that both indoor and outdoor facility rentals are a go for the 2021-2022 school year. You may begin submitting requests on August 1st for dates starting as early as September 7th.

ELEMENTARY SCHOOL INDOOR REQUESTS

- Limited afterschool classroom availability. The Gym and Cafeteria are available between the hours of 6:30 pm - 9:30 pm.

MIDDLE & HIGH SCHOOL INDOOR REQUESTS

- Available between the hours of 5:00 pm - 9:30 pm.

FIELDS AND OTHER OUTDOOR SPACES:

Our Ground department will continue to monitor field conditions and may determine a need to close others. We will communicate that information as soon as we have any updates. Colorado has fallen short of the normal moisture for the year and if a drought is declared, the district will need to revisit the use of our fields.

We will open our high school turf fields for **Sunday-only rentals**. The fields that are currently available are located at Cherry Creek, Eaglecrest, Grandview, Overland, and Smoky Hill. The turf field at Cherokee Trail is under construction. We will post an update when it is ready for use.

*** Please ensure that your account is up to date and that you have a current Certificate of Insurance attached to your profile to avoid processing delays.**

Thank you!

Cherry Creek School District

You have been logged out.

Facility Rental Website: <https://www.cherrycreekschools.org/Page/2773>

CCSD Mapping site: <https://cherrycreekschooldistrict.info/>

For after-hours assistance, please contact the CCSD Dispatch number at 720-554-4513. Please provide your permit number to the dispatcher.

After signing in as a requester, you will be taken to the calendar to select your dates and times.

View the Facilities Calendar Welcome Facility Tester

NEW REQUEST | **REQUEST HISTORY** | **PAYMENT HISTORY**

New Facility Request Time / Date | Facilities | Event Details | Other Information | Confirm

Click all your Event Dates on the calendar below

Click W to Select all Wednesday in the month. Shift+click to select a range of consecutive dates.

 Blocked Dates with no allowed booking

 Blocked Dates with allowed booking

◀ Previous
Next ▶

July 2021							August 2021							September 2021							October 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	31					

November 2021							December 2021							January 2022							February 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31	29	30	31	29	30	31	29	30	31																

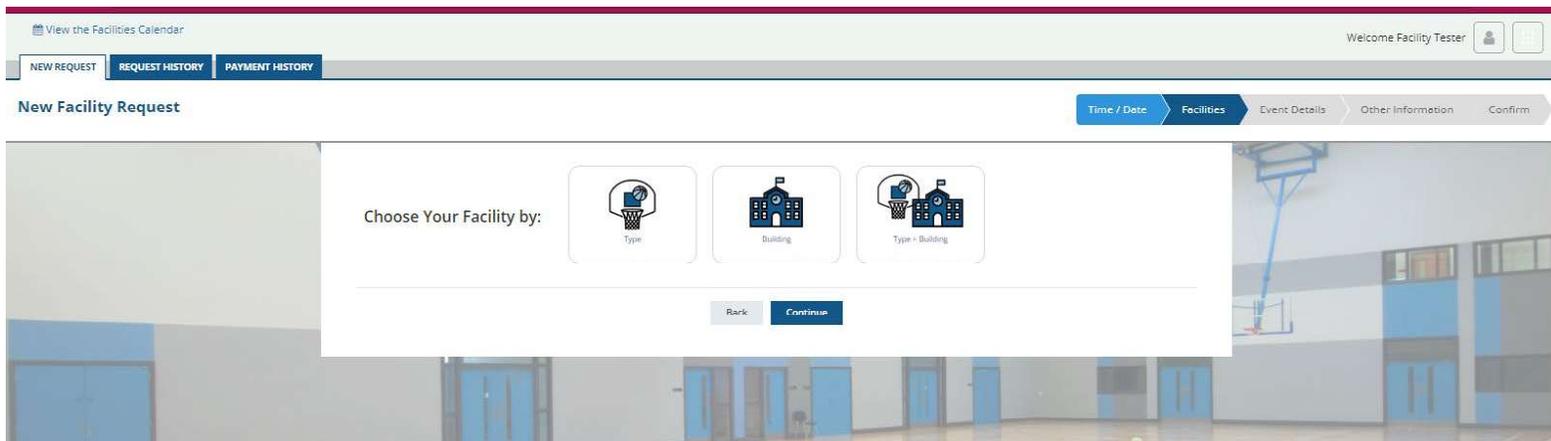
March 2022							April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31	29	30	31	29	30	31	29	30	31																

Start Time: :

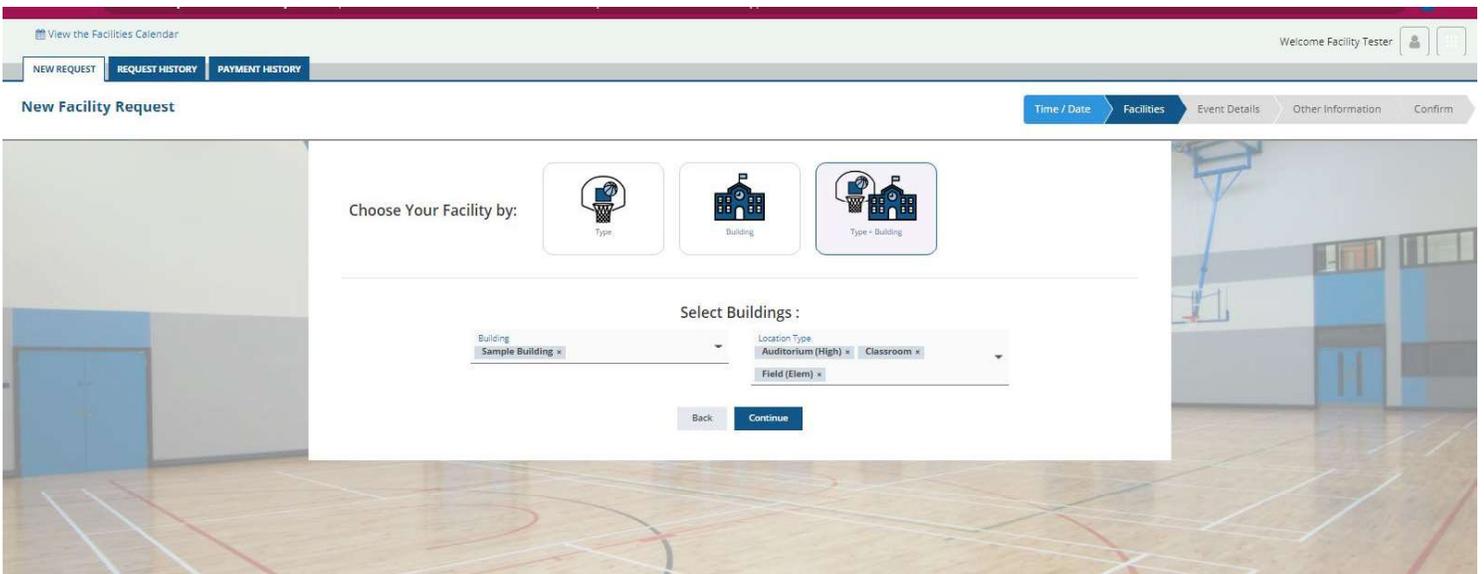
End Time: :

Back Save & Continue

We recommend selecting both the type and building



You'll be able to select your building and locations



Location details

View the Facilities Calendar Welcome Facility Tester  

NEW REQUEST **REQUEST HISTORY** PAYMENT HISTORY

New Facility Request

Time / Date **Facilities** Event Details Other Information Confirm

Select your desired Facilities

Select	Facility Name	Building	Rate	Conflicts	Additional Info
<input type="checkbox"/>	Copy of Sample Classroom (Classroom)	Sample Building	\$15.60 hourly	0	View
<input checked="" type="checkbox"/>	Field (Test only) (Field (Elem))	Sample Building	\$13.00 hourly	0	View
<input checked="" type="checkbox"/>	Sample Auditorium (Auditorium (High))	Sample Building	\$39.00 hourly	0	View
<input checked="" type="checkbox"/>	Sample Classroom (Classroom)	Sample Building	\$15.60 hourly	0	View

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.
* Text in RED indicates building/location unavailability

[Back](#) [Continue](#)

Select your desired Facilities

Select	Facility Name	Building	Rate	Conflicts	Additional Info
	(Entire Building)	Sample Building		0	View
<input type="checkbox"/>	Copy of Sample Classroom (Classroom)	Sample Building	\$15.60 hourly	0	View
	Field (Test only) (Field (Elem))	Sample Building	\$13.00 hourly	1	View
<input checked="" type="checkbox"/>	Sample Auditorium (Auditorium (High))	Sample Building	\$39.00 hourly	0	View
	Sample Classroom (Classroom)	Sample Building	\$15.60 hourly	1	View

Use this Location for all dates

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.
* Text in RED indicates building/location unavailability

[Back](#) [Continue](#)

Sample Building - Sample Auditorium \$39.00 / hr

Address: Somewhere In District
Seating Capacity: 750
Rate:
\$39.00/hr

[Close](#)

Enter any specific instructions, equipment on this screen. The information provided here will be available for the building engineer to see on their report.

View the Facilities Calendar

Welcome Facility Tester

NEW REQUEST REQUEST HISTORY PAYMENT HISTORY

New Facility Request

Time / Date Facilities Event Details Other Information Confirm

Enter your event details below

Event Name *
Testing event

Group Size *
5

Setup Notes
Please ensure that auditorium lights and air are on. Please place the table outside the front lobby doors.

Click below if you want to attach a file(s) to this request

Drop files here to upload or click to upload

Back Continue



New Facility Request

Other Information for this Request

Event Notes:

This is for training purposes only.

Back

Continue

Once you have completed all the screens, you can submit. You will receive the popup below and you can close your screen at that point. Your request has been submitted.

The screenshot shows a web application interface for submitting a facility request. At the top, there is a navigation bar with 'NEW REQUEST', 'REQUEST HISTORY', and 'PAYMENT HISTORY' tabs. The main heading is 'New Facility Request'. A progress indicator shows steps: 'Time / Date', 'Facilities', 'Event Details', 'Other Information', and 'Confirm'. A white popup box in the center contains the text: 'Once processed, you will receive an email with the status of your request.' with an 'Ok' button. Below this, a table lists three 'Testing' events on 'Sat 7/31/2021' from '8:00am / 12:00pm'. A 'Saving Request...' popup is overlaid on the table. At the bottom, there are buttons for 'Back', 'Save & Submit Later', and 'Loading...'. A reminder at the bottom states: 'REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.'

Date	Event Name	Event Time	Notes	Group Size	Delete
Sat 7/31/2021	Testing	8:00am / 12:00pm	Yes	5	<input type="checkbox"/>
Sat 7/31/2021	Testing	8:00am / 12:00pm	Yes	5	<input type="checkbox"/>
Sat 7/31/2021	Testing	8:00am / 12:00pm	Yes	5	<input type="checkbox"/>

The status of your request can be found under history. **You can make changes to your request until the first action is taken on it.** If you need to make any changes, please contact the receiving school.

[View the Facilities Calendar](#) Welcome Facility Tester 

NEW REQUEST | **REQUEST HISTORY** | **PAYMENT HISTORY**

Facility Request History for FR Testing

Choose an Time Period
-- All Quarters --

Show All Show Approved Only Show in Process Only

Contact Us with questions or changes at:

lvillarreal2@cherrycreekschools.org

Submitted	Event Name	Building	Location	Event Date	Status	As of	
7/27/2021 @ 10:27pm	Testing	Sample Building	MULTIPLE	Sat 7/31/2021	Open	7/27/2021	 

Status Key

Pending	Your request has not been submitted yet.
Open	Your request has not been seen yet by an Administrator
In-Process	Your request is being reviewed by the Administrator.
Approved	Your request has been approved by the Administrator.
Denied	Your request has been denied by the Administrator
Resubmitted	Your request has been resubmitted by the Administrator.