



Dedham Public Schools

Prepared By: Denise Moroney and Ginger Cullen

November 16, 2016

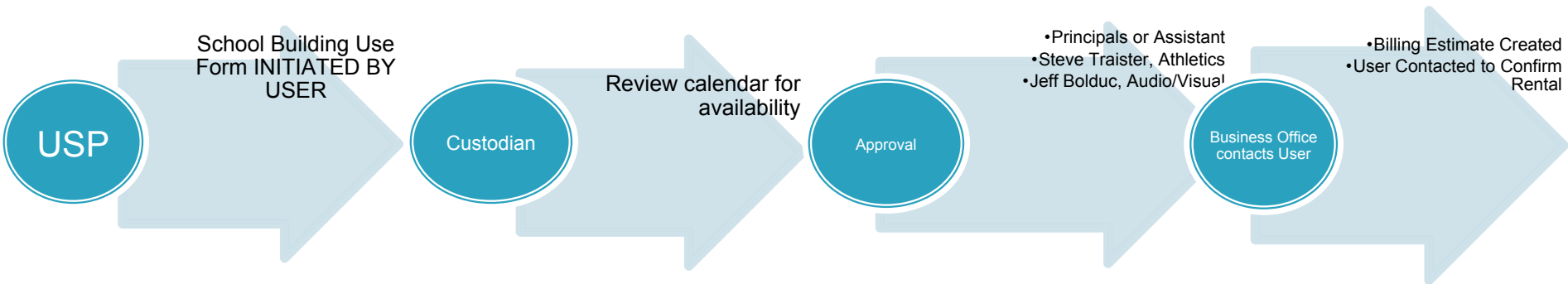
School Dude – FS Direct

FS Direct is Facilities Schedules & Events management software – WHY?

- Optimize the use of the buildings during after school hours
- Reduce paper use and become more “Green”
- Identify double bookings during rental request process
- Maximize reasonable community use
- Prevent lost paperwork
- Improve internal and external communications
- Report on labor hours by custodian, building and external group
- Identify trends with building use



School Dude – FS Direct Process



BUILDING USE FORM = SCHOOL DUDE FSDIRECT

It is the same exact process, only computerized

School Dude FS Direct : Building Use Form

APPLICATION FOR BUILDING AND FACILITY USE (RENTAL FORM)
DEDHAM PUBLIC SCHOOLS
100 Whiting Ave. Dedham, MA 02026 * 781-310-1000

PLEASE READ ALL THE INFORMATION ON THE REVERSE SIDE OF THIS FORM

Organization:	_____	Contact Person:	_____
Address:	_____	City:	_____ State: _____ Zip: _____
Daytime Phone:	_____	E-mail Address:	_____
Please attach a photocopy of your driver's license.			

ACTIVITY USE

Purpose of Event: _____

PLEASE COMPLETE

Is the activity sponsored by Dedham Schools?	Yes	No
Is activity a fund-raising event	Yes	No
Is this organization nonprofit/tax exempt?*	Yes	No
Have you included Cert. of Insurance?	Yes	No
Will your participants pay a fee?	Yes	No
Are you requesting sale of concessions?	Yes	No

Anticipated attendance (number): _____
*Attach non-profit documentation if applicable

DATES AND TIMES REQUESTED

(Use additional sheets if necessary)

Date	Time (Start – End)

Beginning Date: _____

End Date: _____

FOR MULTIPLE WEEK REQUESTS

Total No. Days requested: _____

Total No. Hours requested: _____

LOCATION REQUESTED

School Name: _____

Space:

_____ Auditorium	_____ Classroom
_____ Cafeteria	_____ Gymnasium
_____ Library	_____ Other (Specify) _____
_____ Distance Learning Lab	

SPECIAL RENTAL NEEDS

OFFICE USE ONLY

Costs:

Custodian fees: _____

Building Rental fee: _____

Media/AV Personnel: _____

ROUTE:

Custodian Signature: _____

Building Principal: _____

Athletic Director: _____

Media/AV Personnel: _____

Business Office: _____



School Dude FS Direct : Process

Stage 1: Conversion process from Paper to Automated

- ✓ Receive “paper” building use forms from groups/renters
 - Ginger enters request info into FS Direct to prevent double bookings
 - Request goes through FS Direct approval process to Athletic/Fine Arts Director, Custodian, Principal and Business Office
 - School Dude sends approval email when approval is complete to the groups/renters
 - Ginger enters work orders in Maintenance Direct to track custodial hours for events



School Dude FS Direct: Calendar Sample

Event Calendar for November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ● DHS Drama	2 ● DHS Drama ● DMS ● Dedham Metrowest ● Metrowest ● Livable Dedham ● Mens Basketball	3 ● DHS Drama ● Dedham Metrowest ● Metrowest ● CYO Basketball ● CYO Basketball	4 ● DHS Drama Club	5 ● DMS ● Dedham Metrowest ● DHS Drama Club
6 ● Encounter Church ● Dedham Metrowest ● DHS DRAMA ● Dedham Recreation	7 ● JV FOOTBALL ● Town of Dedham ● Town Meeting Precinct Chair ● Mens Basketball 25 years	8 ● Town of Dedham ● Town Meeting Precinct Chair	9 ● DMS ● DHS Athletics ● Metrowest ● Dedham Metrowest ● Dedham Metrowest ● Mens Basketball	10 ● Dedham Metrowest ● Dedham Metrowest ● Metrowest ● CYO Basketball ● CYO Basketball ● DMS	11 ● Metrowest	12 ● Dedham Metrowest
13 ● Encounter Church ● Dedham Metrowest ● Dedham Girls Softball ● Dedham Recreation	14 ● JV FOOTBALL ● Town Meeting ● Mens Basketball 25 years	15 ● BSC AD & Coaches meetings ● CYO Basketball	16 ● DPS Mentoring meetings ● DMS ● Metrowest ● Dedham Metrowest ● Dedham Metrowest ● Mens Basketball	17 ● DMS Pasta Dinner ● Dedham Metrowest ● Dedham Metrowest ● Metrowest ● CYO Basketball ● CYO Basketball	18 ● DMS ● Dedham Jr. Womens club craft fair ● Metrowest ● Link Crew	19 ● Dedham Jr. Womens club craft fair ● Metrowest basketball ● Dedham Metrowest ● Metrowest
20 ● Encounter Church ● Dedham Metrowest ● Dedham Girls Softball ● Dedham Recreation	21 ● Mens Basketball 25 years	22 ● CYO Basketball	23 ● DMS ● Metrowest ● Dedham Metrowest ● Mens Basketball	24 ● Dedham Metrowest	25 ● IAPMO ● Metrowest	26 ● Dedham Metrowest
27 ● Encounter Church ● Dedham Metrowest ● Dedham Girls Softball ● Dedham Recreation	28 ● Mens Basketball 25 years	29 ● DHS Athletics ● DHS Athletics ● CYO Basketball	30 ● DMS ● Metrowest ● Dedham Metrowest ● DMS Drama ● DHS Talent Show ● Mens Basketball			

<- Previous Month

Next Month - >

- Approved/active events
- Approved/active events recently changed
- ⚠ Approved/pending events
- Approved/inactive events
- ✗ Canceled events
- 💰 Charge back
- 🕒 Events that span more than one day
- ❌ Insurance Expired
- 💵 Invoiced events
- ✅ Paid In Full
- Requested, but not approved events

School Dude FS Direct: Email Sample

SchoolDude Message Center

to vcullen, srippin, me, sdowney, rzarthar, rmccarthy, rmccann, nhaywood, mraghunathan, lwalmsley, jzarthar, ekavanagh,

(Please do not reply to this message. It is a system generated message to notify you of a new schedule request.)

The facility schedule request listed below is approved and activated.

FS Schedule ID: 1597

Event Title: metrowest

Event Time: 5:30PM

Event Date: 9/21/2016

Event Setup Time: 5:30PM

Event Breakdown Time: 9:30PM

Status: Approved

Schedule State: Activated

Organization: Metrowest

Location: Dedham High School

Building:

Area(Buildings|Rooms): Gym(Back Gym),

Gym(Main Gym)

Events:

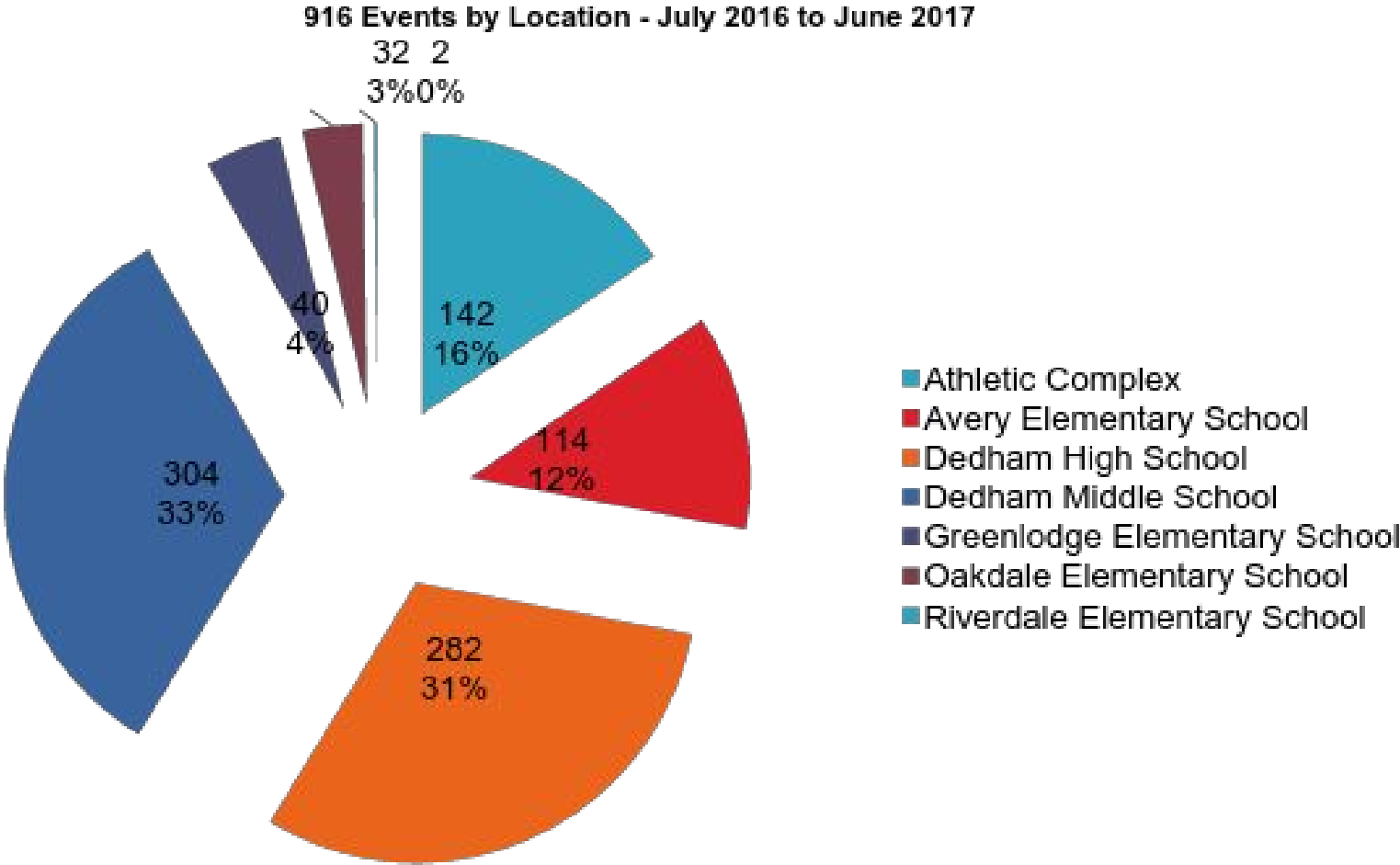
Date : 9/21/2016

Start Time : 5:30 PM

End Time : 9:30 PM



School Dude FS Direct: Events by Location



School Dude FS Direct : Athletic Complex Application

APPLICATION FOR ATHLETIC COMPLEX (Turf Field/Track)
DEDHAM PUBLIC SCHOOLS
100 Whiting Avenue, Dedham, MA 02026 • 781-326-5622

PLEASE READ ALL THE INFORMATION ON THE REVERSE SIDE OF THIS FORM

Organization: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Daytime Phone: _____ **Evening Phone:** _____ **Cell Phone:** _____

Email: _____ **Today's Date** _____

Please attach a photocopy of your driver's license. Signature _____

ACTIVITY USE

Purpose of Event:

Is the activity sponsored by Dedham Schools? ☐ Yes ☐ No

Dedham Youth Activity? ☐ Yes ☐ No

Is this organization nonprofit/tax exempt? ☐ Yes ☐ No

Will your participants pay a fee? ☐ Yes ☐ No

Is the activity a fund-raising event? ☐ Yes ☐ No

Anticipated attendance (number): _____

Have you included Cert. of Insurance? ☐ Yes ☐ No

Police Detail Required 200+ _____

**Attach non-profit documentation if applicable*

DATES AND TIMES REQUESTED

(Use additional sheets if necessary)

[illegible]**LOCATION REQUESTED**☐ Turf Field ☐ Track ☐ Lights

SPECIAL RENTAL NEEDS

[illegible]**OFFICE USE ONLY**

Estimated Costs: _____

Custodian fees: _____

Media/AV/Personnel/Press Box: _____

Route: _____

Custodian: _____

AD: _____

Business Office: _____

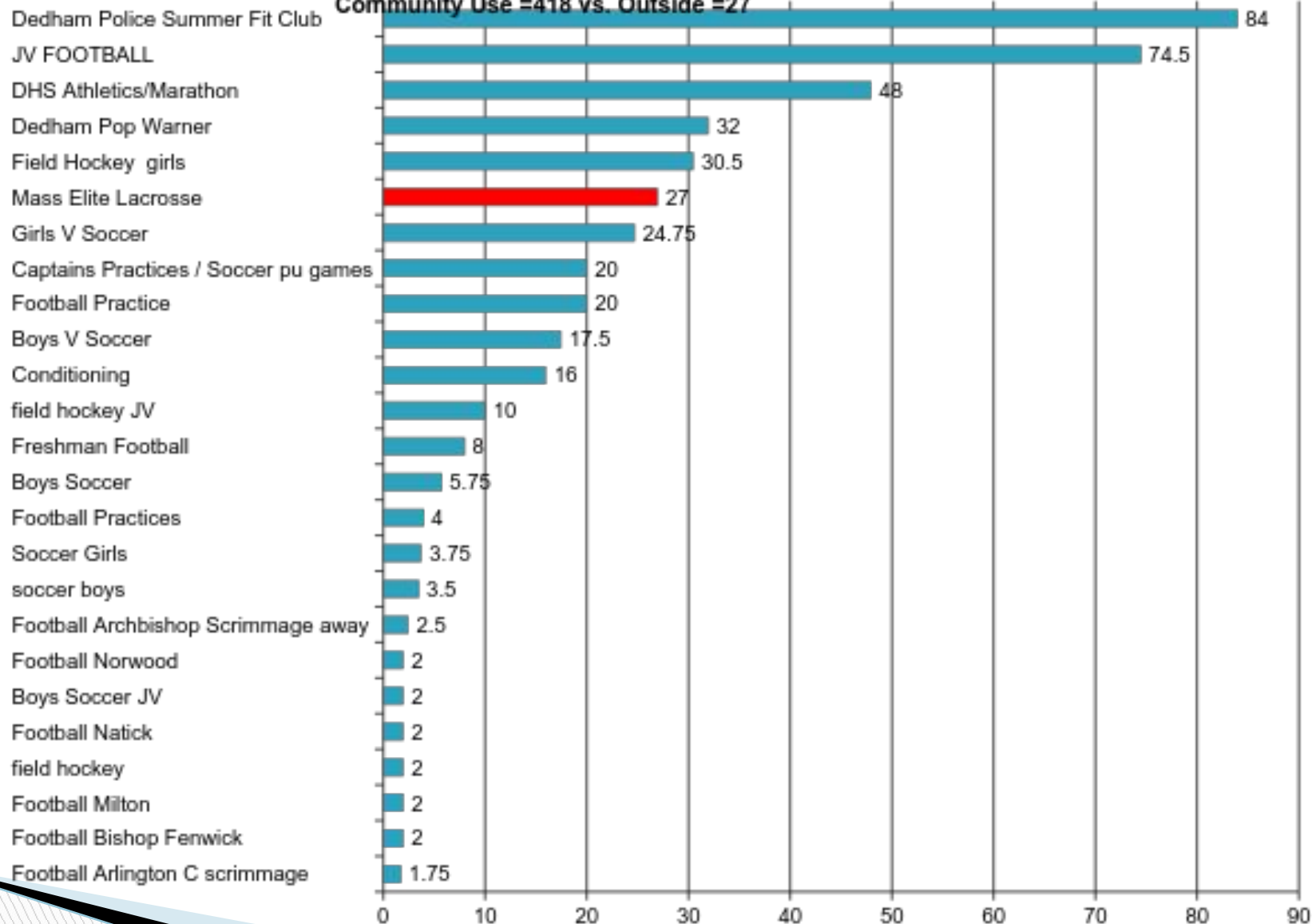
Return to Office of the Superintendent • Attn: Samuel A. Rippin



School Dude FS Direct



Athletic Complex - Hours of Usage - July to Oct. 2016
Community Use =418 vs. Outside =27

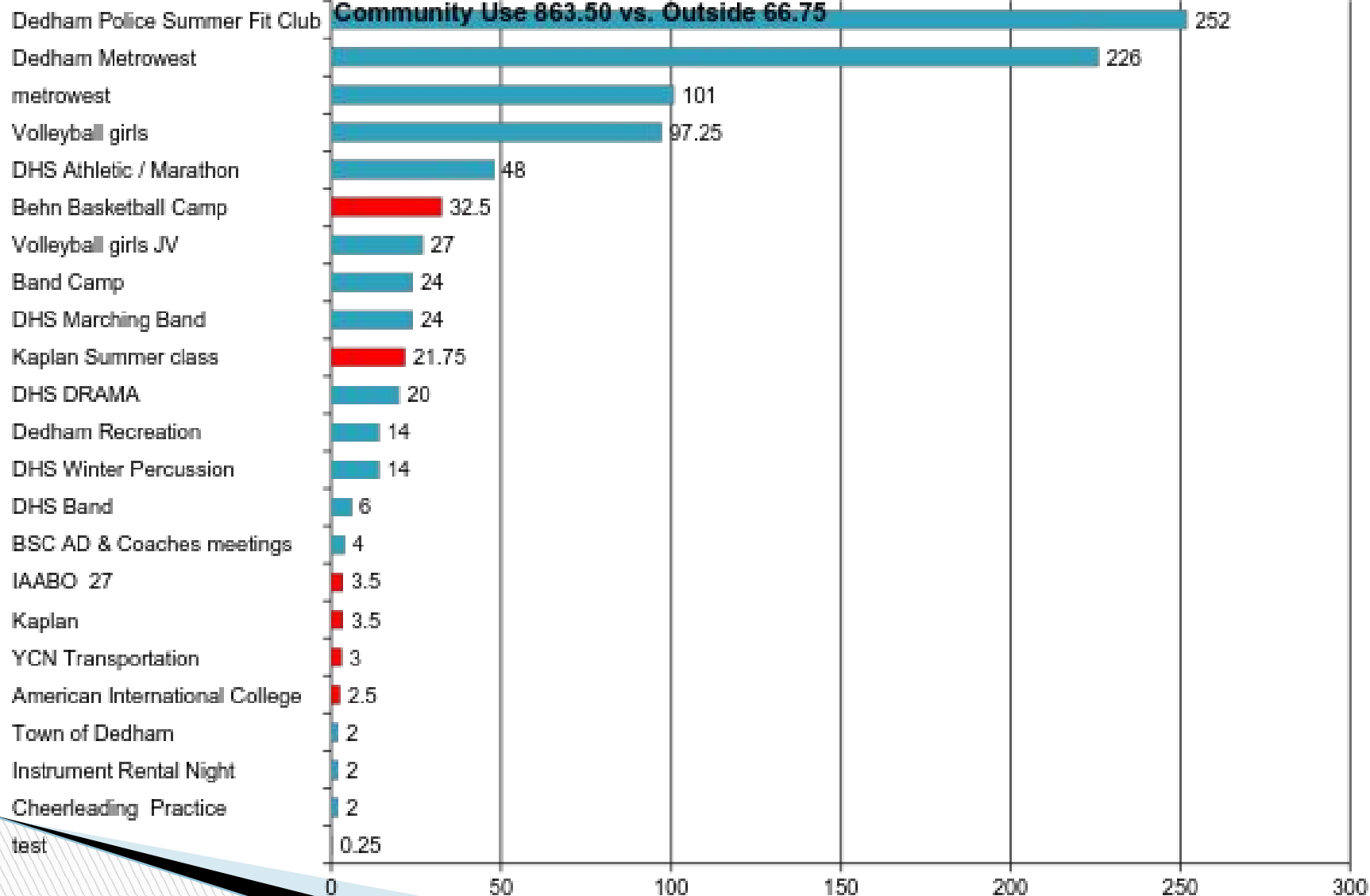


School Dude FS Direct



Dedham High School - Hours of Usage - July to Oct. 2016

Community Use 863.50 vs. Outside 66.75



School Dude FS Direct

Examples of Funds from Outside Renters:

▶ **Mass Elite Lacrosse**

- 27 hours x \$150/hr. for turf field= \$4,050
- Plus \$37.91 per hour for custodians = \$1,023.57
- Total fee of \$5,073.57

▶ **Behn Basketball Camp**

- 32.5 hours x \$90/hr. for gym = \$2,925
- Plus \$37.91 per hour for custodians = \$1,232.08
- Total fee of \$4,157.08



School Dude FS Direct : DPS Rental Fees

**DEDHAM PUBLIC SCHOOLS
USE OF SCHOOL FACILITIES
2016 – 2017 RENTAL FEES**

	DEDHAM RESIDENTS	FULL COST
MS/HS GYMNASIUM	\$45.00 HR	\$90.00
MS/HS AUDITORIUM	\$70.00 HR	\$140.00
MS/HS COMPUTER LABS*	\$65.00	\$135.00
MS DLL*	\$65.00	\$135.00
HS CAFETERIA	\$74.00	\$148.00
MS/HS CLASSROOM	\$15.00	\$30.00
ELEMENTARY SCHOOLS		
GYMNASIUM	\$30.00	\$60.00
AUDITORIUM	\$30.00	\$60.00
CLASSROOM	\$15.00	\$30.00

***DPS PERSONNEL ARE REQUIRED TO BE HIRED WHEN RENTING THESE ROOMS. ADDITIONAL PAPERWORK IS NEEDED.**



School Dude FS Direct : DPS Rental Notes

NOTE: Rental fees are due no later than 72 hours prior to the event. Checks should be sent and made payable to:

**DEDHAM PUBLIC SCHOOL FACILITIES FUND
% ADMINISTRATION BUILDING
100 WHITING AVENUE
DEDHAM, MA 02026
ATTN: Ginger Cullen**

Separate checks should be issued for rental fees, custodian and matrons if needed.

CUSTODIANS: \$37.91/hr. (based on current year contractual agreement) paid directly to custodian prior to organization leaving the premises. Custodian hours include set-up and preparation time. Please note: CASH WILL NOT BE ACCEPTED.

COMPUTER AND/OR AUDIO VISUAL SERVICES: \$45.00/hr. plus equipment fees and additional personnel fees.

POLICE DETAIL: Required for events over 250 participants. Contact Dedham Police Department at (781) 751-9322 to arrange. Payment is made directly to the officer on duty. Police details must start 45 minutes prior to event and extend 45 minutes after event.

The Dedham School System does not discriminate on the basis of race, color, sexual orientation, gender identity, religion, national origin or handicap in its educational activities or employment practices.

.Administration Building, 100 Whiting Avenue, Dedham, MA 02026 – (781) 310-1000 - www.dedham.k12.ma.us



School Dude FS Direct : Athletic Complex Fees

DEDHAM PUBLIC SCHOOLS ATHLETIC COMPLEX FEES

CLASS	<u>CLASS I</u> School	<u>CLASS II</u> Non-Profit Dedham Groups, Organizations and activities	<u>CLASS III</u> All Other Groups, organizations and activities
<i>RENTAL FEE</i>	NO RENTAL FEE	NO RENTAL FEE	\$150.00 /HR.
<i>CUSTODIAN FEE</i>	2016-2017 \$37.91 /hr. Subject to change each year	2016-2017 \$37.91 /hr. Subject to change each year	2016-2017 \$37.91 /hr. Subject to change each year
<i>LIGHTING FEE</i>	No Fee	One bank of lights (2 poles) \$15.00 / hr. Two banks of lights (4 poles) \$30 / hr.	Included in the rental fee



School Dude – FS Direct

What have we implemented?

FS Direct

- ✓ Input schedule details and event title/renter hours for approval process

Maintenance Direct

- ✓ Create work orders for custodial coverage of events
- ✓ Assign custodian working the event
- ✓ Track custodian overtime hours worked
- ✓ Create reports showing overtime by building and by custodian

Challenges:

- ✓ FS Direct entry of Events – not creating invoices yet
- ✓ Pay rates housed in Maintenance Direct
- ✓ Requested custom report from School Dude to bring Event info and Pay Rates into one report
- ✓ Enforcing Building Use booking policies



School Dude – Future

Next Steps:

✓FS Direct –

- invoicing through FS Direct
- purchase Event Essentials Pro for online booking
- implement Community Use and Online Payments

✓Other Town & School Departments:

- ✓Parks and Recreation – use for permitting fields

