

Menomonie School  
District Facilities  
Requester or Reserving Space

# Instructions on becoming a Requester or Reserving Space

[www.smdaonline.com](http://www.smdaonline.com)

Select a School ▾

Language ▾



Login

Search...



215 Pine Avenue E, Menomonie, WI 54751 | Phone 715-232-1642 | Fax 715-232-1317

DISTRICT INFORMATION

OUR SCHOOLS

PARENTS & COMMUNITY

ACTIVITIES & ATHLETICS

STAFF

EMPLOYMENT

## COMMUNITY

- COMMUNITY RESOURCE GUIDE
- DISTINGUISHED ALUMNI AWARD
- FACILITY RESERVATIONS
- FIELD HOUSE INFO
- MHS ATHLETIC HALL OF FAME
- PROJECT SAM
- ARTS INTEGRATION MENOMONIE
- BOYS & GIRLS CLUB
- COMMUNITY EDUCATION

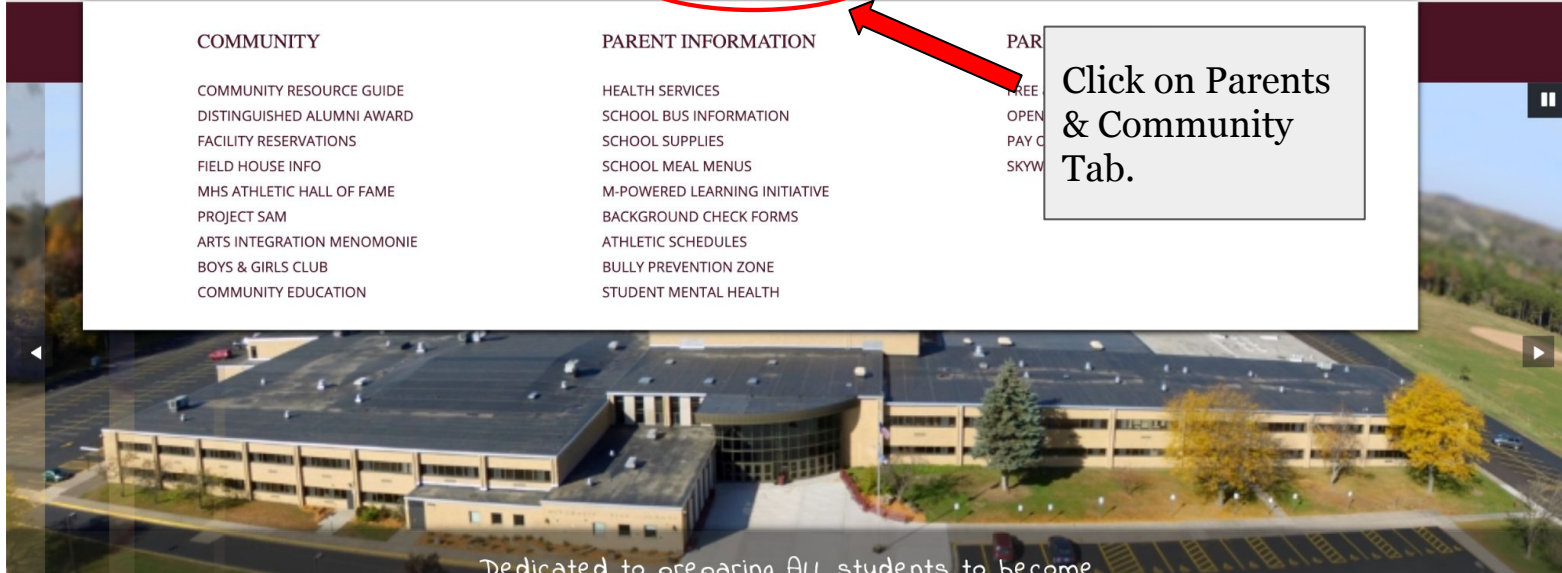
## PARENT INFORMATION

- HEALTH SERVICES
- SCHOOL BUS INFORMATION
- SCHOOL SUPPLIES
- SCHOOL MEAL MENUS
- M-POWERED LEARNING INITIATIVE
- BACKGROUND CHECK FORMS
- ATHLETIC SCHEDULES
- BULLY PREVENTION ZONE
- STUDENT MENTAL HEALTH

## PAR

- FREE
- OPEN
- PAY C
- SKYW

Click on Parents & Community Tab.



Dedicated to preparing All students to become

# Facilities Reservations after hovering over Parents & Community Tab

## School District of the Menomonee Area

215 Pine Avenue E, Menomonee, WI 54751 | Phone 715-232-1642 | Fax 715-232-1317

DISTRICT INFORMATION   OUR SCHOOLS   PARENTS & COMMUNITY   ACTIVITIES & ATHLETICS   STAFF   EMPLOYMENT

### COMMUNITY

COMMUNITY RESOURCE GUIDE  
DISTINGUISHED ALUMNI AWARD  
**FACILITY RESERVATIONS**  
FIELD HOUSE INFO  
MHS ATHLETIC HALL OF FAME  
PROJECT SAM  
ARTS INTEGRATION MENOMONIE  
BOYS & GIRLS CLUB  
COMMUNITY EDUCATION



Click here on Facility  
Reservation

### PARENT TOOLS

FREE & REDUCED MEALS  
OPEN ENROLLMENT  
PAY ONLINE  
SKYWARD FAMILY ACCESS

M-POWERED LEARNING INITIATIVE  
BACKGROUND CHECK FORMS  
ATHLETIC SCHEDULES  
BULLY PREVENTION ZONE  
STUDENT MENTAL HEALTH

Dedicated to preparing All students to become

## FACILITY RESERVATIONS

Arts Integration  
Menomonie

Athletic Schedules

Boys & Girls Club

Bully Prevention Zone

Student Mental Health

Community Education

Community Resource  
Guide

Distinguished Alumni  
Award

Facility Reservations

Field House Info

Free & Reduced Meals

Health Services

MHS Athletic Hall of Fame

Open Enrollment

Pay Online

School District of the Menomonie Area / Parents & Community / Facility Reservations

The Menomonie Area School District encourages use of its indoor and outdoor facilities by making them available to the residents of Menomonie and organizations within the community. The Menomonie School District uses the rSchool Today online program for rental requests.

### How To Rent Facilities

Use the Facilities Calendar link to view the calendar and see if your dates are available.

- You will need to select the building or outdoor area you are interested in renting.

If you do not have a rSchool account with the Menomonie School District, you will need to create one.

- It may take up to 2 business days for your account to be approved.

Once you have been approved, you can make a Facilities Rental Request.

- See Rent a Facility Guide for step-by-step instructions.

Click here to view facility  
calendar

*830, Use of School Buildings*

*830 Exhibit, District Facilities: Priority Use and Charges*

Hide Filters

5/17/2021

Today

◀ MAY 2021 ▶

Showing schedules for: 06:00am to 10:00pm

Request Facilities

Month

Week

Day

List

Start Time: 06 AM

End Time: 10 PM

Location Type: [Clear Filter](#)

-All-

Building Type:

-All-

Building:

-All-

Location:

-All-

Show/Include +

Check Availability

Please choose your Building and Location filters on the left, then click **Check Availability**.

Ok

Filter out to see availability of facilities


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29 - 6:00am-10:00pm Graduation Day
30	31 - 6:00am-10:00pm Memorial Day	1	2	3	4	5



◀ Prev Month

Next Month ▶

Facilities Scheduler Login

Hide Filters

5/17/2021 

Today  MAY 2021  Showing schedules for: 06:00am to 10:00pm [Request Facilities](#)

Month

Start Time: 06 AM  
End Time: 10 PM

Location Type:

Building Type:

Building:

Location:

Show/Include

[Check Availability](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29 6:00am-10:00pm Graduation Day
30	31 6:00am-10:00pm	1	2	3	4	5

This is what it will look like

## FACILITY RESERVATIONS

Arts Integration  
Menomonie

Athletic Schedules

Boys & Girls Club

Bully Prevention Zone

Student Mental Health

Community Education

Community Resource  
Guide

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School District of the Menomonie Area / Parents & Community / Facility Reservations

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How To Rent Facilities

Use the Facilities Calendar link to view the calendar and see if your dates are available.

- You will need to select the building or outdoor area you are interested in renting.

If you do not have a rSchool account with the Menomonie School District, use the link on the Login/Become a Requester link.

- It may take up to 2 business days for your account to be approved.

Once you have been approved, you can make a Facilities Rental Request.

- See Rent a Facility Guide for step-by-step instructions

830, *Use of School Buildings*

830 Exhibit, *District Facilities: Priority Use and Charges*

Click to request facilities

**When you click on Requester Login. You will then see the login page shown below. If you have trouble, click on forgot your password and reset it. If you have never requested a room click on become a requester.**



 [View the Facilities Calendar](#)

**MEMONONIE SCHOOL DISTRICT FACILITIES:**

**ALL FACILITIES RESERVATIONS MUST FIRST HAVE AN APPROVED MITIGATION PLAN FROM THE SCHOOL BEFORE REQUESTS CAN BE MADE.**

**\*Please email your mitigation plan to the Community Ed & Rec Dept. at the MHS Field House @ [mhsfieldhouse@msd.k12.wi.us](mailto:mhsfieldhouse@msd.k12.wi.us)**

**UPDATED CERTIFICATE OF INSURANCE (this is needed for all outside organizations) Please update your account.**

[WELCOME TO OUR DISTRICT FACILITIES REQUEST SYSTEM](#)

**Gym requests will not be approved for use before 6pm M-F**

**PRIORITY USE AND CHARGES INFORMATION**

1. Read Priority use and charge Information (Above)
2. Apply to Become a Requester
3. Provide your current insurance liability form with your requester registration (MANDATORY)
4. Wait for your approval email
5. Submit your facilities request 7 business days prior to your first event date. Large events require a minimum of 30 days advance notice
6. Wait for email of approval/denial of your facilities request. To check on the status of your request, log in to your account and click on the request history tab
7. When a request has been approved, an electronic contract will be sent to the requester.

Login with  
your  
username &  
password

The login page for the Menomonie District Facilities Request System. It features a dark header with the text "FACILITIES REQUEST SYSTEM" in white. Below the header, the page title "Menomonie District Facilities" is displayed. The login form consists of two input fields: "Username" and "Password", both with eye icons for toggling visibility. A red circle highlights these two fields. Below the fields are three buttons: a blue "Login" button, a blue "Reset Password" link, and a grey "Become a Requester" button. A red arrow points from the "Login" button to the "Become a Requester" button.

If new click  
here



# Sign in instructions.

## If you are creating a new account

[Click Here for a Video Tutorial](#)

### Menomonie High School Facilities Requester Registration Form

I am requesting as a School Staff Member

**Your Organization Name & Info**

Organization/Client Name: \*

Address: \*

City: \*

State: \* Zip: \*

Do you have Liability Insurance?:  
 Yes  No

If so, Insurance Expiration Date:

Upload Insurance Policy

Attach File

Do you pay sales tax?  
 Yes  No

Tax Exempt #:

**Contact Person - Your Name**

First Name: \*

Last Name: \*

Address (ONLY if different):

City:

State: Zip:

Office Phone: Home Phone:

Mobile Phone: Office Fax:

Email Address: \*

Desired Pin Number \* (for Signing Agreements)

**Desired Login Information:**

User Name:

Password: \*

Retype Password: \*

I'm not a robot

**When you request as a SDMA staff member, you will only need to fill our the right hand form, pick a username and password. You will need to choose a pin number**

Once submitted, your request is sent to Community Edu. at the Field House for approval. Once your request is approved, you will be able to login and request a facility, date and times. This may take up to 2 business days. If you are not approved after 2 days, email [mhsfieldhouse@msd.k12.wi.us](mailto:mhsfieldhouse@msd.k12.wi.us)

[Back to Login](#) [Submit Registration Form](#)

## Menomonie High School Facilities Requester Registration Form

I am requesting as a School Staff Member

**Your Organization Name & Info** Contact Person - Your Name

Organization/Client Name: \*

Address: \*

City: \*

State: \*

Zip: \*

Do you have Liability Insurance?:  
 Yes  No

If so, Insurance Expiration Date:

Do you pay sales tax?:  
 Yes  No

Tax Exempt #:

First Name:

Last Name: \*

Address (ONLY if different):

City:

State:

Zip:

Office Phone:

Home Phone:

Mobile Phone:

Office Fax:

Email Address: \*

Desired Pin Number \* (for Signing Agreements)


**Desired Login Information:**

User Name:

Password:

Retype Password:

Verification expired. Check the checkbox again.  
 I'm not a robot

 reCAPTCHA  
Privacy - Terms



\*When you request as an organization, put the organization name as the client and the name on the right as a contact. Pick a username and password. You will need to choose a pin number as well

\*If you are requesting as an individual and not an organization, put your personal name as the client name and as the contact person as well

Once submitted, your request is sent to community edu at the fieldhouse for approval. Once your request is approved, you will be able to login and request a facility, date and times. This maybe take up to 2 business days

Once you are logged in, you will see this screen.

The screenshot shows a web browser with a navigation bar containing 'NEW REQUEST' and 'REQUEST HISTORY'. The main heading is 'New Facility Request'. A modal dialog box is centered on the screen with the following text:

You have not uploaded your Insurance Policy yet.  
Please click  then choose [My Profile](#)  
Then click  

Select the file from your computer, then click **Open** to select it.  
Finally, click **Save Changes** at the bottom of that Screen.

At the bottom of the modal is a blue button labeled 'Ok'.

In the background, there are calendar views for August 2021, December 2021, January 2022, February 2022, and March 2022. A legend indicates 'Blocked Dates with no allowed booking' (grey) and 'Blocked Dates with allowed booking' (green).

\*All Local or Out-of-district organizations must have proof of Insurance before your event takes place at district facilities.

Click here to make changes to your account or request for a different group



I am logged in as Requester for:

Community Education CR3

My Profile

Request for a different group

Logout

### 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

August 2021							September 2021							October 2021							November 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	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30							
29	30	31											31															

December 2021							January 2022							February 2022							March 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	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
							9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
							16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
							23	24	25	26	27	28	29	27	28	27	28	29	30	31	27	28	29	30	31		
							30	31																			

Start Time

End Time

# Enter dates and times of the activity

NEW REQUEST

REQUEST HISTORY

## New Facility Request

Time / Date

Facilities

Event Details

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

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

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

Start Time  
: 00

End Time  
: 00



Be sure to enter correct times. (AM or PM)

\*Building hours are between 6am-10am

\*\*Don't forget to save and continue to get to the next step!

# Facility Request - Choose your facility by 1 of the 3 choices and click continue

REQUEST REQUEST HISTORY

Facility Request

Time / Date

Facilities

Event Details

Choose Your Facility by:



Type



Building



Type + Building

Back

Continue



Next you will be able to choose your location.

### Select your desired Facilities



Click on **SELECT** for your choices

Please note - location conflicts are in red



Show Conflicts

Select	Facility Name	Building	Rate	Conflicts	Additional Info
<input type="checkbox"/>	DWN Gym (Gymnasium)	Downsville Elementary	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	KNP Gym/Multi-Purpose 14 (Gymnasium)	Knapp Elementary	\$0.00 hourly	0	<a href="#">View</a>
<input checked="" type="checkbox"/>	HS Main Gym (Gymnasium)	Menomonie High School	\$0.00 hourly	1	<a href="#">View</a>
<input type="checkbox"/>	HS Main Gym (Court C) (Gymnasium)	Menomonie High School	\$0.00 hourly	1	<a href="#">View</a>
<input type="checkbox"/>	HS Main Gym (Main Court) (Gymnasium)	Menomonie High School	\$0.00 hourly	1	<a href="#">View</a>
<input type="checkbox"/>	HS Main Gym (Court A) (Gymnasium)	Menomonie High School	\$0.00 hourly	1	<a href="#">View</a>
<input type="checkbox"/>	HS Main Gym (Court B) (Gymnasium)	Menomonie High School	\$0.00 hourly	1	<a href="#">View</a>
<input type="checkbox"/>	MS Gym (Court B&C) (Gymnasium)	Menomonie Middle School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	MS Gym 210 (Court C) (Gymnasium)	Menomonie Middle School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	MS Gym 220 (Court B) (Gymnasium)	Menomonie Middle School	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	MS Gym 230 (Court A) (Gymnasium)	Menomonie Middle School	\$0.00 hourly	0	<a href="#">View</a>
<input checked="" type="checkbox"/>	HS Field House 139 (all courts) (Gymnasium)	MHS Field House	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	HS Field House (East Cts 1-2) (Gymnasium)	MHS Field House	\$0.00 hourly	0	<a href="#">View</a>
<input type="checkbox"/>	HS Field House (Court 1) (Gymnasium)	MHS Field House	\$0.00 hourly	0	<a href="#">View</a>

# Event Description

## New Facility Request

Time / Date > Facilities > **Event Details** > Confirm

### Enter your event details below

Event Name \*

Group Size 0

Setup Notes

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

Drop files here to upload or click to upload

Back Continue

**Other needs, include set-up notes for the custodians (if applicable) and give an approximate attendance. The more information you include, the easier it is to set the room up correctly and have your needs met.**



**This is what the final screen should look like.**

Facilities Schedule fs-menomo

NEW REQUEST REQUEST HISTORY

New Facility Request

Time / Date Facilities Event Details Confirm

### Confirm & Submit Request

Add Dates & Time Invite

Date	Event Name	Event Time	Location	Notes	Group Size	Delete
Fri 8/20/2021	Test set-up	4:00pm / 5:00pm	MHS Field House - HS Field House 139 (all courts)	Select	Select	<input type="checkbox"/>

Attach file: Browse Delete Selected

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes

Back Save & Submit Later Submit Request

**Be sure to submit and exit.** After submission your request will go to the building administrator to approve, Once approved, you will receive an email. Approval can take up to 72 hours depending on staffing.

# Request History Tab Screen

NEW REQUEST

REQUEST HISTORY

## Facility Request History for Community Education CR3

Contact Us with questions or changes at:

Choose an Time Period

-- All Quarters --



Show All



Show Approved Only



Show in Process Only

Submitted	Event Name	Building	Location	Event Date	Status	As of	
8/4/2021 @ 11:19am	Test set-up	MHS Field House	HS Field House 139 (all courts)	Fri 8/20/2021	Open	8/4/2021	 

### Status Key

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