

Facility Rental Flow Chart

ALL COMMUNITY USERS

(Categories II-IV)

1. Request *access* to Facilities Scheduling Direct (**FS Direct**) by creating an account at:
2. Submit required Compliance and Certificate of Insurance forms to the **Facilities**, Operations & Capital Projects Department.
3. Login access granted upon approval of form submissions. You may now schedule facilities.

REQUEST FACILITY USE

1. All requests made through **FS Direct** for available facilities.
2. Cost estimates for facility rentals available upon request: DFenwick@bisd303.org
3. Applicable fees and staffing will be assigned by Schedulers. *See below.*

BHS & COMMODORE

Fields, Gyms, Parking Lots
Requests approved by
James Corsetti / Sarah Bullock
KTaylor@bisd303.org

BLAKELY ELEMENTARY

Room Rentals
Requests approved by
KYANNE HAWKINS
KHawkins@bisd303.org

ELEMENTARY / INTERMEDIATE SCHOOLS

Fields & Parking Lots
Requests approved by
JENNIFER WEIR
DFenwick@bisd303.org
JWeir@bisd303.org

ORDWAY ELEMENTARY

Room Rentals
Requests approved by
Sarah Dunstan
sdunstan@bisd303.org

WILKES ELEMENTARY

Room Rentals
Requests approved by
Sheila Jakubik
sjakubik@bisd303.org

BHS

Room Rentals
Requests approved by
Jill Colley
jcolley@bisd303.org

COMMODORE OPTIONS

Room Rentals
Requests approved by
MICHELLE HOPE
MHope@bisd303.org

SAKAI INTERMEDIATE

Room Rentals
Requests approved by
ANNETTE SALMON
ASalmon@bisd303.org

WOODWARD MIDDLE

Room Rentals
Requests approved by
Jennifer Weir
jweir@bisd303.org

APPROVED RENTALS/LEASES

Facilitated as needed by
Custodial, Technology, Food Services and Maintenance Departments

FACILITY USER INVOICING

Generated by
JAN HAMILTON
JHamilton@bisd303.org

Facility Reservations – Priority Flow Chart



ASB Approved Clubs/Activities, Booster Clubs, PTO's, Bainbridge Schools Foundation , and all other district sponsored events/meetings.

Club sports approved by the Athletic Director in lieu of an official BHS program. Rowing/Crew, Water Polo, Boys and Girls Lacrosse, Sailing, Ultimate Frisbee, Composite Biking.

BISD & BIMPRD to jointly plan and maximize use of all areas/facilities for public education and recreation. First consideration on all space reservations prior to all other organizations.

Youth Leagues, Community School Classes, Boys and Girls Club, Boy Scouts/Girl Scouts, Special Olympics, etc.

This category includes any other user who pays Bainbridge Island taxes or is a non-profit organization with a base on the Island. Examples are Bainbridge Island Park and Recreation adult leagues, religious groups holding services, and the City of Winslow.

All Other Users – Not common to receive these requests