

1. Go to [www.asdk12.org](http://www.asdk12.org)



2. Hover over **COMMUNITY** and select

**Rent a Facility**

**Anchorage School District**  
*Educating All Students for Success in Life*

SCHOOLS FAMILIES STUDENTS **COMMUNITY** DEPA

### Discover your Anchorage School District

#### ABOUT ASD

- Our District
- Superintendent
- Employee Directory
- Data Dashboard
- Visit our Schools
- Staff Evaluations
- Contact Us

#### SCHOOL BOARD

- Overview
- Members
- Meetings

#### SERVICES & INFORMATION

- Jobs at ASD
- School Bonds and Budgets
- Rent a Facility**
- Construction
- Vendor Info
- School Business Partnerships
- Government Relations

3. You will then land on the Community Services Rental page.

**Anchorage School District**  
Educating All Students for Success in Life

SCHOOLS FAMILIES STUDENTS COMMUNITY DEPARTMENTS SCHOOL BOARD I WANT TO...

Home > Departments > Community Services > Overview & Services > Rentals

### Community Services

Overview & Services  
Rentals  
Forms and Documents  
Category III Rates  
Category IV Rates  
Category VI Rates  
Auditoriums

## Now accepting 2018 summer rental requests!

Requests for rental of *INSIDE* spaces are due by [Wednesday, February 14, 2018](#)  
Requests for rental of *OUTDOOR* spaces are due by [Wednesday, March 21, 2018](#)

ASD facilities available for rental purposes:

Auditoriums	Classrooms	Multipurpose rooms
Meeting Rooms	Gyms	Grassy areas
Sports complexes	Fields, tracks, rinks	Parking lots and more!

### Rental Policies

*For documentation requirements please click [here](#).*

## Community Member Rental Requests

**Location**  
ASD Education Center  
5530 E. Northern Lights Blvd.  
**Leslie Clark**  
Director, Community Services  
907-742-4141

**Kendall Goggins**  
Administrative Assistant  
907-742-4143  
[Facility rentals managed by Goggins](#)

**Judy O'Neil**  
Administrative Assistant  
907-742-4145  
[Facility rentals managed by O'Neil](#)

**Ashleigh Tozier**  
Administrative Assistant  
907-742-4141  
[Facility rentals managed by Tozier](#)  
**High school auditorium or auditoria rentals**  
907-742-4141

4. Scroll down, and click on the [Click here to log in](#)

## Community Member Rental Requests

*If You are a Community Member and Would Like to Submit a Rental Request:*



**FSDirect**

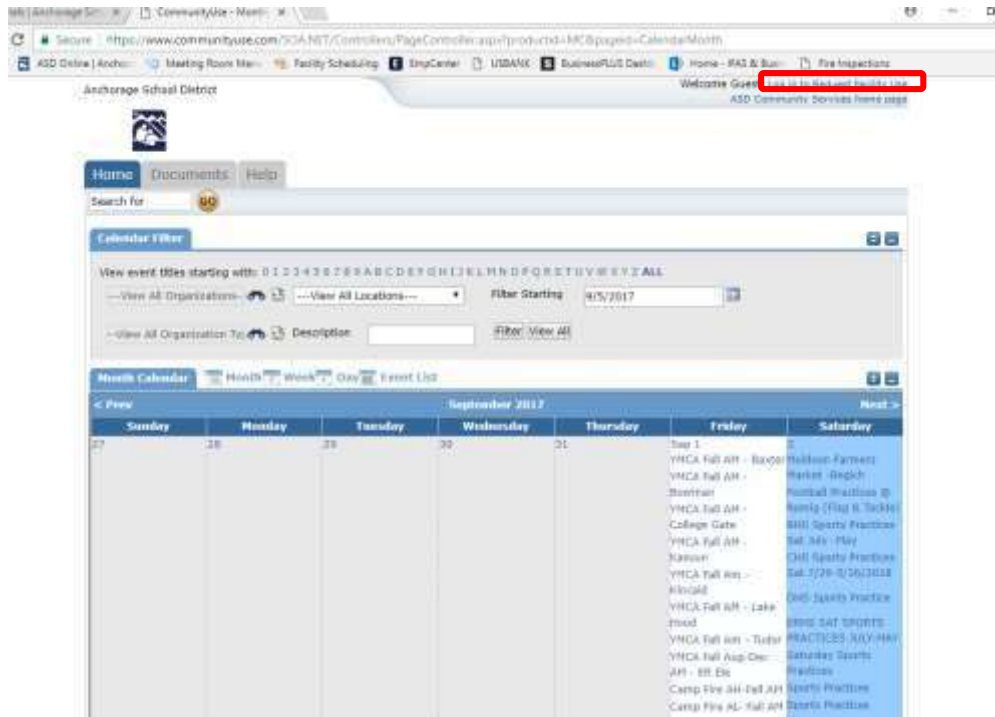
**Community member login**

[Click here to log in](#)

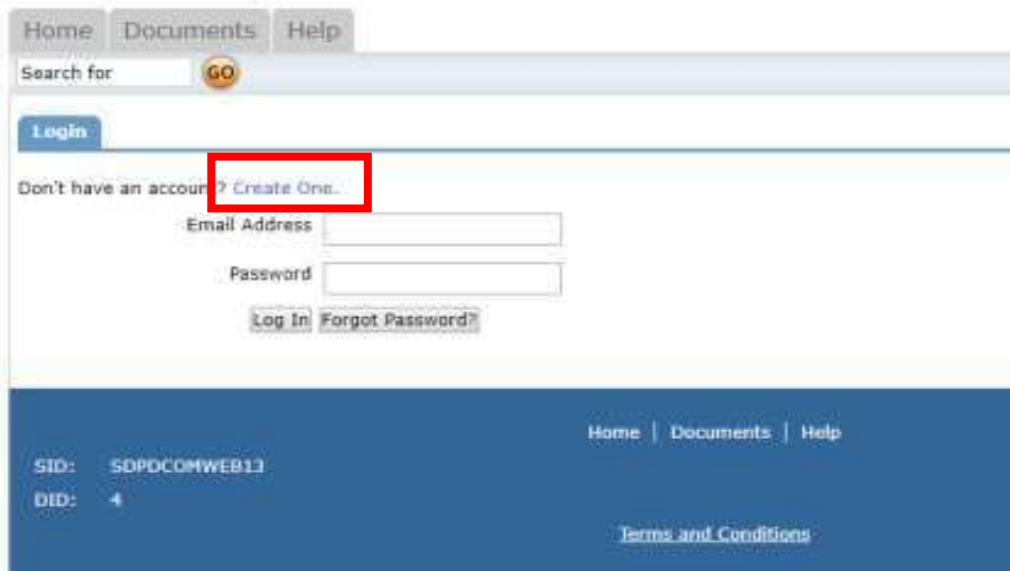
1. Click on the Community member login button and create a user account. Reference the [Video 1: Requesting access](#) to guide you through the process.
2. After your account is approved (approximately 24 hours after your request is submitted), click the community member login button again

907-742-4141  
[Facility rentals managed by Tozier](#)  
**High school auditorium or auditoria rentals**  
907-742-4141

5. Once the page loads, click on the upper right hand link [Log in to Request Facility Use](#)



6. Next, create an account.



7. You will need to accept the terms and conditions for renting a facility with the Anchorage School District. Make sure to read through the documentation requirements PRIOR to renting a facility.

The screenshot shows a web browser window with a navigation bar containing 'Home', 'Documents', and 'Help'. Below the navigation bar is a search bar with the text 'Search for' and a 'GO' button. The main content area is titled 'Terms and Conditions' and contains the following text:

In order to register, you must agree with the following terms and conditions:

**DOCUMENTATION REQUIRED**

- All groups are required to provide a current Certificate of Liability Insurance in the amount of \$1M, naming the Anchorage School District as "additional insured".
- To qualify as Category III Nonprofit Youth or Category IV Nonprofit Adult organization, the following documentation must on file in the rentals office:
  - \* IRS letter indicating exemption from federal taxes
  - \* Current Board of Directors: name, address, phone number

I have read and agree to abide by the terms and conditions stated above.

Agree and Register: [Print Agreement](#) [Decline Registration](#)

At the bottom of the page, there is a blue footer with the text 'Home | Documents | Help', 'SEO: SDPOCOMWEB13', 'DID: 4', and 'Terms and Conditions'.

8. From here you will fill in the information that has a red highlight next to it.

The screenshot shows a web browser window with a navigation bar containing 'Home', 'Documents', and 'Help'. Below the navigation bar is a search bar with the text 'Search for' and a 'GO' button. The main content area is titled 'Step 1 of 3: Personal Profile' and contains the following text:

**Registration Wizard**

**Personal Profile** [Request Organization](#) [Confirmation](#)

**My Contact Settings**

First Name:  Last Name:

Email Address:

Phone Number:

Cellular Phone:

Your Address:  \*

Note: This is your Contact Address. You will enter the organization address on the next page.

**Password Settings**

Password:  Verification:

Check here to remove self from all event-related email notifications.

[Save & Next](#) [Cancel](#)

**Legend**

\* Required Fields

For each page, hit save & next until you get to the submit screen. From there you will receive an automated email from SchoolDude Message Center once you've been approved.