ARGYLE ISD / FACILITY RENTALS

One online process for community use

How to rent AISD spaces and what Facilitron means for the district

A guide for renters, campus teams, and district staff

RENTERS

Easy Online Requesting

Browse spaces, submit requests, & pay online

CAMPUS TEAMS

Calendar Management

Track internal use & review site availability

DISTRICT STAFF

Oversight & Policy Control

Final approval & automated system support

THE PROCESS

One request moves through clear roles

A shared workflow keeps availability, decisions, and payments in one place.

The goal: make community use easy to request and consistent to manage.

01

RENTER

Finds a space and submits a request

02

CAMPUS

Reviews fit, timing, and site details

03

DISTRICT

Checks the request and gives final approval

04

FACILITRON

Supports invoicing, payment, and insurance

AISD policy sets the requirements and rate categories. District staff retain final approval.

FOR RENTERS

Renting a facility starts at the AISD storefront

Requests, required terms, and payment are handled through Facilitron.

01

Browse

Open the AISD rental site and review available spaces.

02

Choose

Select a facility, date, time, and event details.

03

Submit

Create or sign in to an account, provide required information, and agree to the terms.

04

Wait for review

AISD reviews the request. A reservation is confirmed after final approval.

05

Pay

Follow Facilitron's invoice and payment instructions.

AISD storefront: **facilitron.com/aisd76226**

FOR CAMPUS TEAMS

Accurate calendars prevent avoidable conflicts

Site designees help AISD respond promptly and apply facility rules consistently.

CAMPUS ROUTINE

1. **Record internal use**
   Enter after-school practices, games, and events in Facilitron.
2. **Block unavailable space**
   Add maintenance blocks for repairs or closures.
3. **Review requests**
   Respond to community requests within 7 days.
4. **Give a clear response**
   Mark OK or Not OK and add useful context for district review.

DECISION PATH

STAGE 1 • CAMPUS REVIEW

Campus review

Checks schedule, space, and site needs

STAGE 2 • FINAL DECISION

District final approval

Applies AISD policy and confirms the reservation

A campus response supports the review; the district makes the final decision.

WHAT CHANGES FOR AISD

One system improves visibility and accountability

Facilitron handles the transaction flow while AISD controls access and policy.

WHAT THE SYSTEM SUPPORTS

Shared availability

Public requests reflect school schedules and maintenance blocks.

Consistent fees

Rates follow AISD policy and the renter’s assigned category.

Documented requests

Requests, decisions, and renter terms stay in one workflow.

WHAT AISD CONTINUES TO OWN

Policy and eligibility

AISD sets use rules and decides which requests may proceed.

Final approval

District staff make the final reservation decision.

Calendar upkeep

Campus teams enter internal activities and closures on time.

Facilitron invoices renters, collects payment, and communicates about insurance requirements.

START HERE

One clear link starts every rental request.

Direct renters to the AISD storefront. Requests submitted by phone or email should be entered there so they receive the right requirements and terms.

OFFICIAL RENTAL STOREFRONT

facilitron.com/aisd76226

RENTER SUPPORT

800-272-2962

support@facilitron.com

Contact Facilitron directly for account assistance, payment status, or insurance questions.

AISD STAFF RESPONSIBILITIES

- **Maintain School Calendars**

  Keep school events, athletics, and facility closures updated continuously.

- **Timely Reviews**

  Review and process facility requests within 7 days.