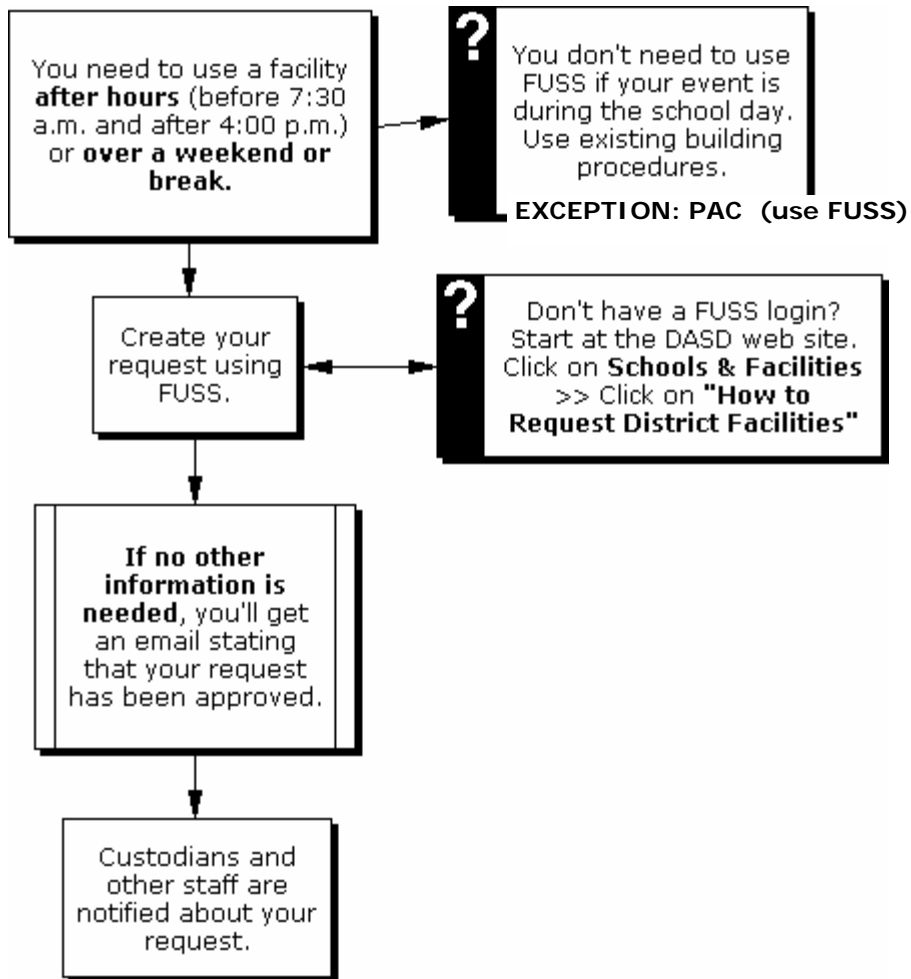


Facilities Use Scheduling System (FUSS) Calendar Guidelines for DASD Employees

Please note: The following guidelines apply to district employees only. The public uses FUSS for all facility use requests.



Who uses FUSS?

District employees only need to use FUSS when requesting district facilities **after hours (4:00 pm to 7:30 am and weekends), except if requesting the Performing Arts Center. ALL PAC requests MUST go through FUSS.** Please note that the public uses FUSS for every request.

The School Events calendar is separate from FUSS. Make this request through the School/Community Relations Office.

When do I use FUSS?

FUSS keeps track of facilities use after hours (**before 7:30 am or after 4:00 pm**) on school days and over weekends and breaks.

Between the hours of 7:30 am and 4:00 pm on school days, you don't need to use FUSS (unless it's for the PAC). Schedule your time and space according to the procedures at the school (through principal, GroupWise, etc.). Again, use FUSS for the PAC.

If your event starts before the end of the day, **but runs after 4:00**, you should use FUSS.

What if I need a computer lab?

A lab will be assigned for your request. If you need a specific lab, you may enter that in your request comments.