

~ FACILITY RESERVATION INFO ~

How to request the use of our School's Facilities for YOUTH SPORTS & Other Reservations

PLEASE GO TO THE STK BOUND HOME PAGE

1

SCAN the QR Code - it will take you to the STK BOUND HOME site where you will need to save this to your home screen for quick and easy access (to save to home screen - find the blue box with an arrow pointing up at the bottom of your phone screen underneath gobound.com. Scroll down to "Add to Home Screen."

Unfortunately you cannot request a facility from the App.

<https://www.gobound.com/ne/schools/sandhillstheford>



FACILITY REQUEST

2

At the top of the home page - scroll to the very far right of the top tool bar until you see **Facility Request**. Please sign in. You will be asked to create an account which will be approved by the admin.

ONCE YOU ARE APPROVED...

3

You will now be able to access your account after approval by going back to "**Facility Request**" on the STK Bound Site. **Click on your account name**. On your Dashboard - click on the green arrow beside "View Sandhills-Thedford Reservations."

- At the top - click on "New Reservation."
- Tap on School - then Facility Calendar to view dates of availability.

START AN APPLICATION TO RESERVE YOUR VENUE

Tap on the green "Start Application." Please accept the Facility Rental Expectation Policy.

4

- Title your event (ex. Youth Boys 5/6th practice).
- Answer the Questions if applicable - if not, just choose "no."
- Input a Reservation Title.
- Choose your dates (you can only choose multiple dates if the location and times are the same).
 - If you have chosen a time that conflicts with an already set reservation - it will tell you in yellow that there is no availability on the selected date. Please choose a different date or time.
- Hit submit reservation.
- Your reservation request will be promptly approved and will show up on our Bound Public Calendar.
- ***PLEASE NOTE:** If you are in the gym without a reservation and someone comes in that does have a reservation - the reserver has first dibs.

IF YOU HAVE ANY QUESTIONS OR CONCERNS - PLEASE REACH OUT TO BEC RAY AT THE SCHOOL TO HELP YOU THROUGH THE PROCESS. THIS IS THE PROCESS WE ASK ALL PEOPLE WHO WANT IN OUR S/T FACILITIES TO USE SO BEC & JAKE CAN KEEP FACILITIES ORGANIZED. THANK YOU FOR HELPING THE PROCESS