

**Community User/Non-Boerne ISD Staff**

**Community users can access BISD Community calendar website to request facilities use.**

**Create account. Wait for approval of account.**

**Once the account is approved, the community user can request use of the facilities via the online request system.**

**Request goes through the district's approval process:**

- **Site Administrator**

- **Campus Principal**

- **Facilities Department**

**Email Notification of Approval, Denial or Additional Information Required**

**Invoice sent to email**

**Payment made to Facilities Department**