

# Facilitron

- One of the functions of the Office of Facility Planning and Property Management is approving events that happen after normal school hours.
- All events should be entered into the Facilitron facility management system at <https://www.facilitron.com/scs38112>
- Once a request is approved in Facilitron, activities at school facilities receive air conditioning/ heat, security, custodial services, and plant manager services.
- For a Facilitron username, contact Tiffany Bracy in Facility Planning @ 901.416.4716 or [bracyt@scsk12.org](mailto:bracyt@scsk12.org)

## All Third Party / Community Users MUST

- Obtain event approval through Office of Facility Planning
- Be charged custodial, plant manager, and utility fees
- Security Department assesses security need and add fees, if applicable

## District Users

- All Central Office-sponsored events hosted at schools **must** be entered in Facilitron
- All school-sponsored **weekend, holiday, and summer events** must be entered in Facilitron
- All after-hour M-F school events (practices, clubs, study groups, etc.)
- During the school year should email [ems@scsk12.org](mailto:ems@scsk12.org) with
- After-hours events to ensure air/heat; **Facilitron entry not necessary**

# Memphis Shelby County Schools Event Process

## Facility Request Process for Third Party Applicants

- Contact Tiffany Bracy in Facility Planning @ **901.416.4716** or [bracyt@scsk12.org](mailto:bracyt@scsk12.org)
- Contact Danita Benson in Facility Planning @ **901.416.7404** or [bensond2@scsk12.org](mailto:bensond2@scsk12.org)

## Facility Request Process for District Applicants

- Obtain a Facilitron username by contacting **Tiffany Bracy in Facility Planning @ 901.416.4716** or [bracyt@scsk12.org](mailto:bracyt@scsk12.org)
- Enter event details into the Facilitron reservation system at <https://www.facilitron.com/scs38112>
- Once event details are saved in Facilitron, the Office of Facility Planning will assign fees as appropriate
- In order to ensure facilities/stadiums are cleaned properly, all events with over 50 attendees must pay hourly custodial fees

## MSCIAA Notification

- Coaches and/or Athletic Directors will submit their schedules to the MSCIAA to be entered in the Master Schedule
- Once the Master Schedule is complete, the MSCIAA will send a copy to the MSCS Office of Facilities Planning and MSCS Security Departments
- All Special Events (PlayDays, Jamborees, Showcase, Classics, Tournaments, Post Season games) must be entered into Facilitron