

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
THE OFFICE OF BUDGET MANAGEMENT-RENTAL  
TEMPORARY FACILITIES RENTALS PROCESS**

**\*APPLICATION MUST BE SUBMITTED 20 DAYS PRIOR TO EVENT START DATE\***

**1. Request Community User Account**

Click Link: <https://www.communityuse.com/default.asp?acctnum=374392310>

Follow MDCPS Community User Guide

Section: How to Gain Requester Status

Submit Request

Wait for Confirmation Email

**2. Request Usage of School Facilities Rental**

Click Link: <https://www.communityuse.com/default.asp?acctnum=374392310>

Log into School Dude: FS Direct

Follow MDCPS Community User Guide

Section: How to Submit a Request

\*Applications CANNOT overlap fiscal years (*MDCPS Fiscal Year: July1-June30*)\*

**\*Please attach the following mandatory documentation on every application\***

**Jessica Lunsford Affidavit**

Signed & Notarized

Valid for 5 Years

**Certificate of Insurance**

*Certificate Holder:*

School Board of Miami-Dade County Public Schools  
1450 NE 2 AVE Miami, FL, 33132

*Additional Insured:*

School Board of Miami-Dade County Public Schools

*Type of Insurance:* Commercial General Liability

*Minimum Limits:* \$300,000 per occurrence

**3. Deliver/Mail Processing Fee Payment** **\*NON-REFUNDABLE & NON-TRANSFERABLE\***

\$25 per application

*Location:* Office of Budget Management-Rentals (please find address below)

*Payment Method:* Money Order or Cashier's Check ONLY

*Pay to the Order of:* Miami-Dade County Public Schools

**4. Application is **Approved** or **Denied** by School Principal**

**5. Application Routes to District Offices**

Attachments and Applications are reviewed

Invoice is emailed to Community User (if applicable)

Fee Waiver is routed (if applicable)

**6. Payment is Made by Organization** (if applicable)

**7. Final Approval Confirmation Email is Sent**

**The Office of Budget Management-Rentals**

1450 NE 2 AVE Suite 450 Miami, FL, 33132

Phone #: (305) 995-2469 Fax #: (305) 995-4762

Email: [facilities\\_rentals@dadeschools.net](mailto:facilities_rentals@dadeschools.net)

Website: <http://financialaffairs.dadeschools.net/rentals.asp>