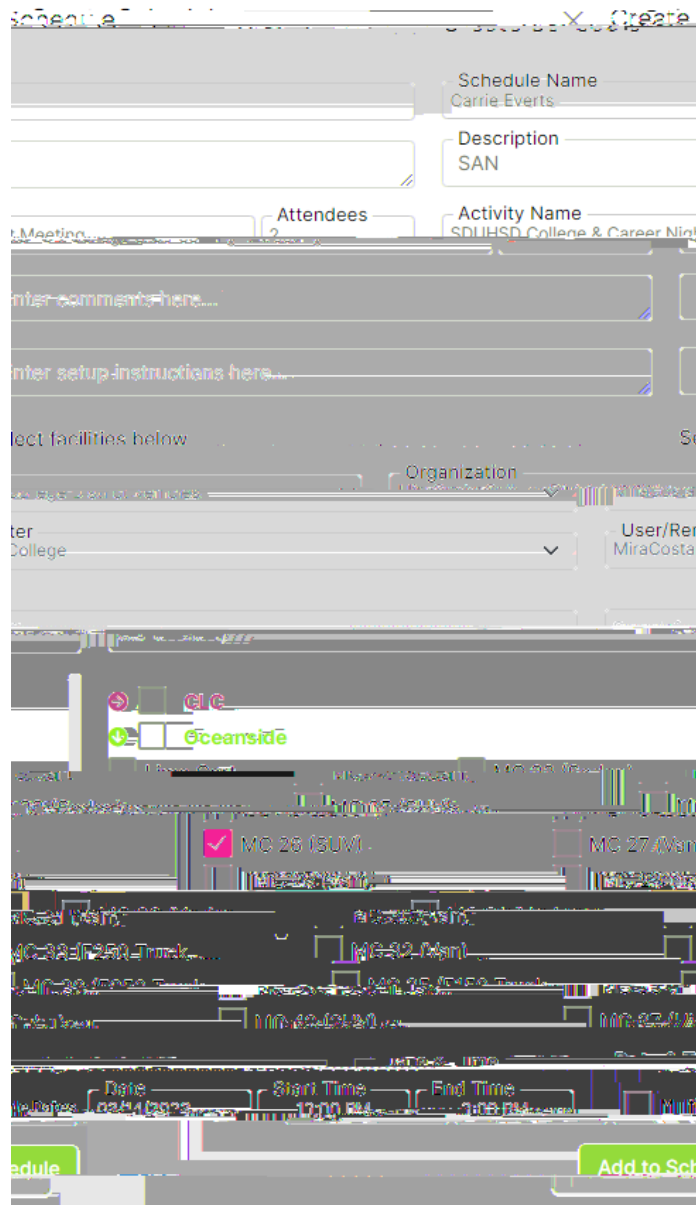


## HOW TO



- Once you click the arrow next to the campus, all vehicles for that campus will populate. Choose vehicle or vehicles that you want.
- Date & Time: Here you have several options.
  - Date: Enter the correct date for your reservation. Note this auto populates, so please make sure it is the date you want.
  - Start Time & End Time: Enter the start and end times you need your vehicle for. Please ONLY enter the exact times you will have a vehicle. Do not check out for all day if you only need it in the afternoon.
  - Multiple days: Just check the box next to “Multiple Dates” and fill out the information
    - “Frequency” drop down arrow gives you options to choose a weekly set-up, bi-weekly, or pick my dates. Choose which one applies.





Once you click, **“Proceed”** your reservation will populate as pending on the calendar. Facilities will receive notice of your reservation and confirm it.

In Facilitron, you can see your reservation by double clicking it on the calendar, choose “more details” and you will be taken to your reservation. You can go in cancel and/or update your reservation when needed. Also, if Facilities has questions, we can communicate with you via the “internal comments” on your reservation. You can do the same with us.

### **HOW TO PICK UP YOUR RESERVED VEHICLE FROM FACILITIES:**

Pick up your keys and sign out the vehicle on the check-out log in Facilities (B4200). We recommend you pick up your keys the day before, especially if you have an early morning start.

Most vehicles are parked in Parking Lot 4C at the Oceanside campus. A few are kept in the Facilities yard. On the keys is a fob. The fob will give you access to the Facilities gate if you pick-up or return after hours. Each vehicle also contains a gate clicker to give you access to the Facilities gate when returning. **DO NOT REMOVE GATE OPENERS .sROM Fs gtsDda g**