



# FIRST BAPTIST SCHOOL

## Booking Facility Rentals

### James Island Campus

To make managing your rentals smoother and more convenient, First Baptist School is transitioning to Subler—our new online reservation and payment system. This change will give you more control, flexibility, and transparency when booking.

#### Why the change?

We want to simplify the process for you. Subler allows renters to submit requests, view itemized costs in advance, and manage documents and payments all in one secure platform.

#### What's changing:

- Rental requests will still begin with our Google Form.
- Once your request is reviewed, you'll receive guidance from our team to complete your booking through Subler.
- All requests will continue to require school approval before confirmation.

#### How to book on Subler:

1. Create an account on Subler
2. Select your day and time
3. Pay online – either in full or with automatic monthly payments for long-term rentals
4. Wait for school approval (you'll receive an email confirmation once approved)
5. Upload your rental agreements and insurance documents directly into the platform

#### Get Started:

- 👉 Create Your Account on Subler
- 👉 Book an Onboarding Call

For questions, our support team is here to help: [support@getsubler.com](mailto:support@getsubler.com)

We're confident that Subler will make your rental experience more seamless and secure, and we're here to support you every step of the way. Thank you for being part of the First Baptist School of Charleston community.

Warm regards,  
First Baptist School of Charleston