

Facilities Use

Follow these steps to reserve school district facilities:

1. Become a district facilities requester. (One time only)

- Visit the [Facilities Request site](#) and click "Become a Requester."
- Complete the information and click "Submit Registration Form."

2. Receive a username and password.

- You will receive a confirmation email that provides a username and password for the facilities request site..
- You cannot move on to the next step until you receive this email.
- Once you become a Facilities Requester, you may move on to step three for any and all future requests.

3. Request a Facility.

- Visit the [Facilities Request site](#) and "Login" using your assigned username and password.
- Check availability on the calendar.
- Submit your request.

4. Receive approval or denial of request.

- You will receive a confirmation email that approves or denies your facilities request.
- To check on the status of your request, login to your Facilities Requester account and click on the "request history tab."
- When your request has been approved an electronic contract will be included in the approval email.

5. Sign and submit electronic contract.

- Sign the electronic contract with your electronic signature.
- Submit the electronic contract.
- Please note: Your event is not finalized until the district receives your signed contract.

