

## Checking for and Requesting Facility Space Online

Requests made online are sent directly to our administrative system for staff review. Once our Facilities team has created your organization's account, you may make requests for space via our online system. Follow the steps below to make a request for space online.

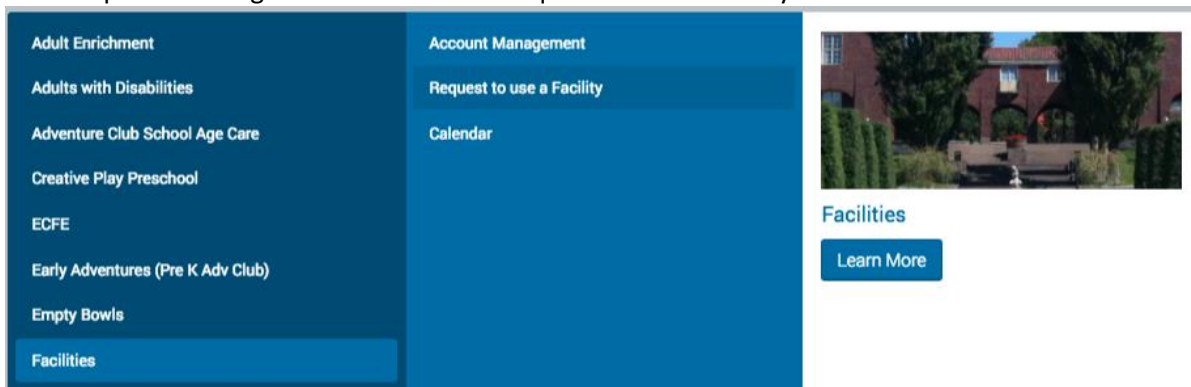
### Log In or Create a Profile

1. Browse to <https://rdale.ce.eleyo.com>
2. From the upper, right corner, select LOGIN.  
-or-  
Select SIGN UP.
3. Use your email address and password to log in  
-or-  
Create your user profile adding contact details as well as a password.

*If you are new to this system, after creating your profile, please contact our Facilities team in order to link your profile to your Facility Account.*

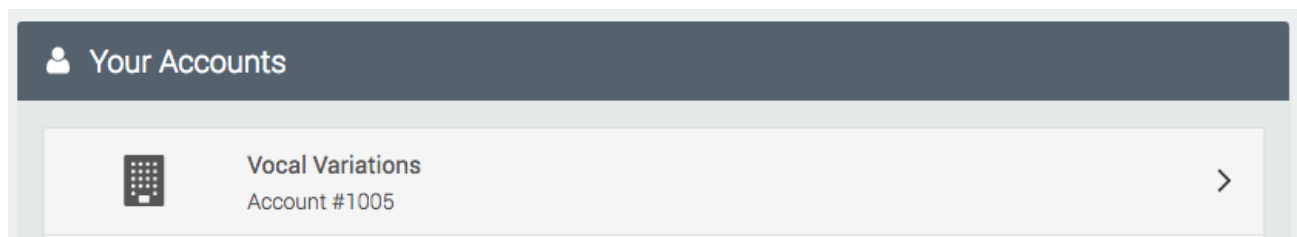
(Note: If your email address is recognized, please use the "Forgot Password" link to send yourself a link to set your password.)

Select Explore All Programs -> Facilities -> Request to Use a Facility



The screenshot shows a dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Adult Enrichment, Adults with Disabilities, Adventure Club School Age Care, Creative Play Preschool, ECFE, Early Adventures (Pre K Adv Club), Empty Bowls, and Facilities (highlighted). The main content area has a top bar with 'Account Management', 'Request to use a Facility', and 'Calendar'. Below this is a 'Facilities' section featuring a photo of a building and a 'Learn More' button.

You may check the status of your request, view and pay invoices by logging into the system and selecting your Facility Account from the Dashboard.



The screenshot shows the 'Your Accounts' section of the dashboard. It features a header with a person icon and the text 'Your Accounts'. Below the header is a card for 'Vocal Variations' with the account number 'Account #1005' and a right-pointing arrow.