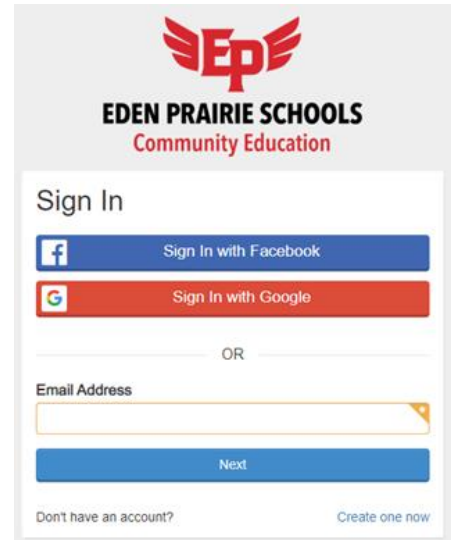
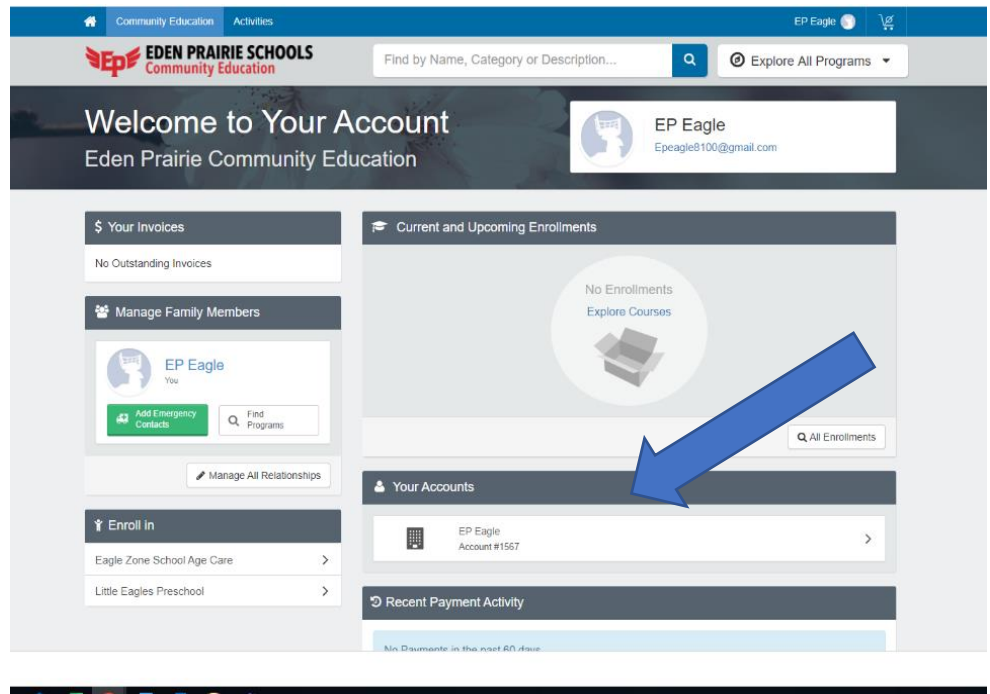


How to Request a Facilities Space

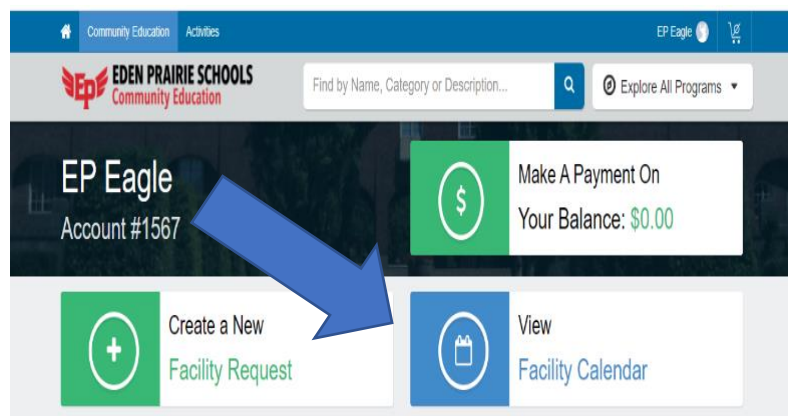
Go to www.edenprairie.ce.eleyo.com and login to your Eleyo Account.



Once logged in to your Eleyo dashboard, click on your facilities account under "Your Accounts."

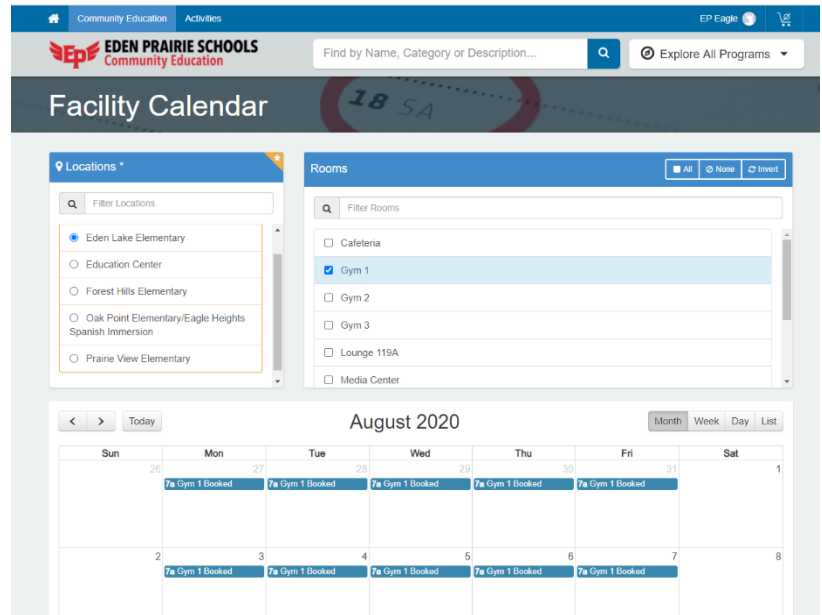


To view availability click "View Facility Calendar."

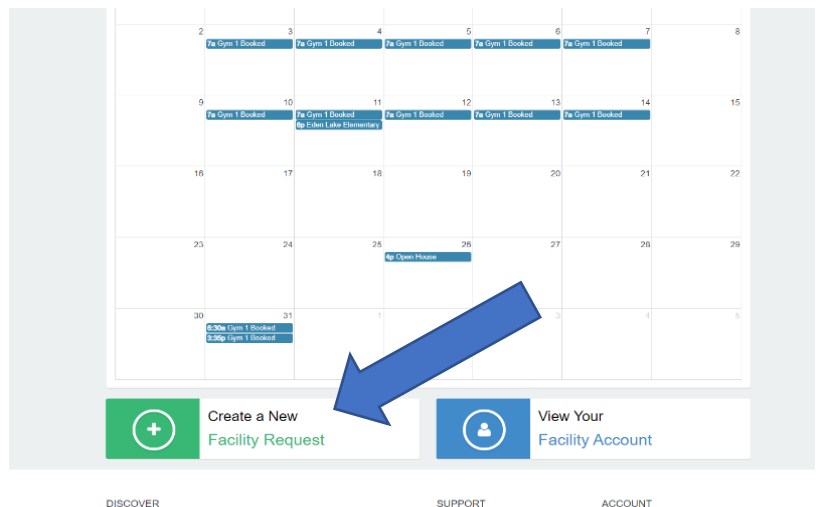


How to Request a Facilities Space

Under Locations, select the facility that you would like to use. Then select the room(s) you are interested in. Scroll through the calendar to the dates that you would like to request to see if the space is available during the times of your event.



If the space/date/times you would like to request are available, scroll to the bottom of the page and click Create a New Facilities Request.



Complete the Request Info forms with as much detail as possible to help expedite the approval process. Click submit. The request will automatically be sent to facilities staff for review. Your request is pending until you receive notification that it has been approved. You may edit your requests while they are still pending. If your needs change after a request has been approved, you must contact Community Education or Student Activities directly.

