

## FACILITIES USE REQUESTS

Please note that we have recently changed software programs for scheduling use of our facilities. We are now using a program called ML Schedules. Please take a few minutes to review the following information, and associated links, to guide you through the process. Should have any questions please contact Marie Lofe at 610-347-0970 ext. 3304 or [mlofe@ucfsd.net](mailto:mlofe@ucfsd.net)

- If you are a UCFSD employee:
  - Please use your campus login to access the system.
  - Review the instructional video for submitting a request
  - Submit your request
  - You will receive an email when your request has been acted upon
- If you are a community user who was previously registered through School Dude:
  - Please use the same login information that was used for School Dude
  - Review the instructional video for submitting a request
  - Review our Facilities Use Policy (#707) and Fee Schedule
  - Submit your request
  - You will receive an email when your request has been acted upon
- If you are a community user who had not previously registered:
  - Please review the video for registering to become a user
  - Submit your registration request (you will then have to wait to be approved)
  - Review the instructional video for submitting a request
  - Review our Facilities Use Policy (#707) and Fee Schedule
  - Submit your request
  - You will receive an email when your request has been acted upon

Links

[Quick Start Guide](#)

<https://player.vimeo.com/video/185005479> (New user registration)

[Make a Request](#)

Policy 707

Facility Use Fee Schedule