

# Online Field and Facility Requests

Scarborough Community Services accepts indoor facility and outdoor field requests online, thereby eliminating the need for paper-based reservations. Users are able to view all available fields and facilities and submit an electronic facility request, now called a facility permit request. We hope this process will not only save paper but will save time for customers and streamline the approval process.

If you have any questions or concerns, please do not hesitate to call us at 730-4150 Monday through Friday between 8:00 am and 4:00 pm. You may also email us at [reservations@ci.scarborough.me.us](mailto:reservations@ci.scarborough.me.us).

Please visit our online reservation webpage:

<https://web1.vermontsystems.com/scarborough.html>

*(This web link is also available on our website for your convenience)*

[Login](#) | [Wishlist\(0\)](#) | [Shopping Cart\(0\)](#)

**Youth Programs**

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- [Lessons](#)
- [Science & Technology](#)
- [Sports](#)

**Adult Programs**

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- [Sports](#)

**QUICK LINKS**

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- [Current Brochure](#)
- [Contact Us](#)

**Child Care Programs**

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- [Summer Day Camp](#)
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**55+ Programs**

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**Fields**

- [View Maps](#)
- [Check Availability](#)
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**Facilities**

- [Check Availability](#)
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↑  
Fields and field-related information, including interactive maps with list of amenities, directions, and fees, may be found here.

↑  
Indoor facilities, such as cafeterias, gyms, and the auditorium, may be found here.

## Indoor Facilities

### Fees for Indoor Facilities

A schedule of fees for indoor facilities may be found on Community Services Reservation webpage at <http://www.scarboroughmaine.org/departments/community-services/facility-reservations>. Fees are based on your organization's priority level, need for extra equipment (when available), and need for extra staffing (custodians and/or site supervisors). **Please note that all fees are subject to change.**

- **Priority 1:** School Board-sanctioned student activities or groups
- **Priority 2:** Scarborough Community Services sponsored groups
- **Priority 3:** Scarborough resident activities or groups
- **Priority 4:** Non-resident or commercial activities or groups

### Checking Availability and Facility Details

It is always best to check availability first before booking, as a request may be denied due to scheduling conflicts. While our online system will not stop you from entering a request during a booked period of time, we will immediately send a request denial through email if your requested time slot is already taken.

1. Click the **Check Availability** link in Facilities block.
2. You will be brought to a search screen. The screen will automatically be defaulted to show all indoor facilities but you may choose a specific facility to view availability for. Click **Search** to bring up the calendar and to refresh results.

**Search Criteria**

Facility Class	<div style="border: 1px solid #ccc; padding: 2px;">             Auditorium              Complex              Council Chamber A              Council Chamber A+              Council Chamber B              Court              Field           </div>	Location	<div style="border: 1px solid #ccc; padding: 2px;">             High School              Middle School           </div>	Facility	<div style="border: 1px solid #ccc; padding: 2px;">             Auditorium (Full) @ F              Baseball Field (LL) @              Baseball Field (LL) @              Baseball Field @ Hig              Baseball Field @ Mic              Baseball Field @ Wil              Basketball Courts @           </div>
Month	<div style="border: 1px solid #ccc; padding: 2px;">             March           </div>	Year *	<div style="border: 1px solid #ccc; padding: 2px;">             2017           </div>	Display Option	<div style="border: 1px solid #ccc; padding: 2px;">             Calendar           </div>

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<< Previous Year   < Previous Month   Today   **March - 2017**   Next Month >   Next Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	1	2	3	4
Gym 9:45 am-11:00 am	Gym 2:30 pm- 5:00 pm	Gym 2:30 pm- 5:00 pm	Gym 2:30 pm- 5:00 pm	Gym 2:30 pm- 6:15 pm	Gym 5:30 pm- 7:30 pm	Gym 8:30 am- 2:00 pm
Gym 11:00 am-12:00 pm	Gym 5:30 pm- 7:30 pm	Gym 5:30 pm- 6:30 pm	Gym 5:30 pm- 7:30 pm	Gym 7:30 pm- 9:00 pm	Gym 4:45 pm- 5:30 pm	Council Chamber A&B 10:00 am-3:00 pm

3. The system defaults to the current month and current year. You may change the month and year, just be sure to click Search to refresh the results.
4. You may click on a timeblock in the calendar to see what is taking place and what is still available.

**Reservations for 03/01/2017**

Showing 1 To 17 Total Results (17)

Auditorium (Full) - AUD_HS_AUD				
Begin Time	End Time	Location	Reservee	Purpose
7:00 am	4:30 pm	Auditorium (Full)	Reserved	OAP REHEARSAL
4:30 pm	5:00 pm	Auditorium (Full)	Unavailable	
5:00 pm	9:30 pm	Auditorium (Full)	Reserved	BOYS TO MEN
9:30 pm	10:00 pm	Auditorium (Full)	Unavailable	

5. Once you are finished checking availability, you may click the Home button (top left) to get back to the main page.

## Requesting an Indoor Facility

**PLEASE NOTE: If you need to reserve more than one date, you must follow this process for each date.**

1. Click the **Request a Facility** link in Facilities block.
2. Select your chosen facility from drop-down menu (all facilities are listed by name then location). The screen will automatically default to all indoor facilities.
3. Select date you wish to view and click **Search**. Your selected facility with timeblocks will appear below.
4. Choose your selected timeblock(s) by clicking on the + sign to the left side of the timeblock.
5. Click **Add to Cart**.
6. IMPORTANT! Please read through the notice at the top of the page, which reads as follows:

**This online reservation process is in place of completing a facility reservation application. Your selected room is not reserved until a confirmation receipt is sent to you by Community Services. All public events must NOT be advertised in any media until approved receipt is granted to you via email. Facility requests submitted less than 14 days in advance of the desired event date will automatically be denied pursuant to School Board Policy KF, Paragraph B.**

7. Enter your **User Name** and **Password**. Hit Enter or click the **Login** button.
  - User Names are typically a four-digit or five-digit number assigned to your household in our system.
  - Passwords are typically your organization name (i.e. School Department, Lacrosse Boosters, etc.)

*If you do not know your User Name and Password, please call Community Services at 730-4150.*
8. If it is your first time making a reservation online or it has been over one year since logging in online, you will be brought to a screen with your group's information. You may also be asked to change your user name and password upon your first login. Please be sure to review and update as needed, then click **Finish**.
9. Enter your Facility Headcount (enter the maximum amount of people you think will attend your event).
10. Select your name as the one making the reservation.
11. You will be brought to the main request page. Please complete all sections that are required (indicated in red). If there are menus that have multiple options available, such as selecting equipment you need, you may hold down your control button and multi-select your items. All of your requested time that you made on the previous screen (date and time, as well as the specific facility) will be filled in for you already. Once you have finished all of the details, you may click **Continue**.
12. Your request will then appear in your shopping cart. Since this is just a request, there will be a \$0 balance. You will be billed accordingly once the request has been approved and has been entered into our system as a firm reservation. If you need to request additional dates and time, click **Continue Shopping**. Otherwise, click on **Proceed to Checkout** to complete your request.
13. You will automatically be emailed a confirmation receipt showing your request has been entered into our system. **This is NOT the same as a reservation confirmation receipt, which you will receive separately once the request has been approved and booked.** You are finished! The facility permit request has been automatically sent to the appropriate facility administrators and scheduling personnel. **Please allow up to two weeks for requests to be processed.**

For any questions or concerns, please contact Community Services directly at 730-4150.

PLEASE NOTE: The online reservation process will not work for booking the following:

- Individual teacher classrooms (Community Services does not book these).
  - Weekday reservations before 3:00 pm during school year (Community Services only books space after 3:00 pm in all schools).
  - Reservations for space needed within 14 days or less.
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## Outdoor Facilities and Fields

### Fees for Outdoor Facilities and Fields

A schedule of fees for outdoor facilities and fields may be found on Community Services Reservation webpage at <http://www.scarboroughmaine.org/departments/community-services/facility-reservations>. Fees are based on your organization's priority level, need for extra equipment, lighting, and/or field lining (when available), and need for extra staffing (i.e., site supervisor). **Please note that all fees are subject to change.**

- **Priority 1:** School Board-sanctioned student activities or groups
- **Priority 2:** Scarborough Community Services sponsored groups
- **Priority 3:** Scarborough resident activities or groups
- **Priority 4:** Non-resident or commercial activities or groups

### Checking Availability and Field Details

It is always best to check availability first before booking, as a request may be denied due to scheduling conflicts. While our online system will not stop you from entering a request during a booked period of time, we will immediately send a request denial through email if your requested time slot is already taken.

1. Click the **View Maps** link in Fields block.
2. Click on the complex where you wish to request a field or facility.

- Under the complex name you will find the address, a link to Google Map directions, and a link to all fees associated with renting fields and outdoor facilities.

**High School Sports Complex**

Location: 11 Municipal Drive, Scarborough, ME 04074

[Directions](#)

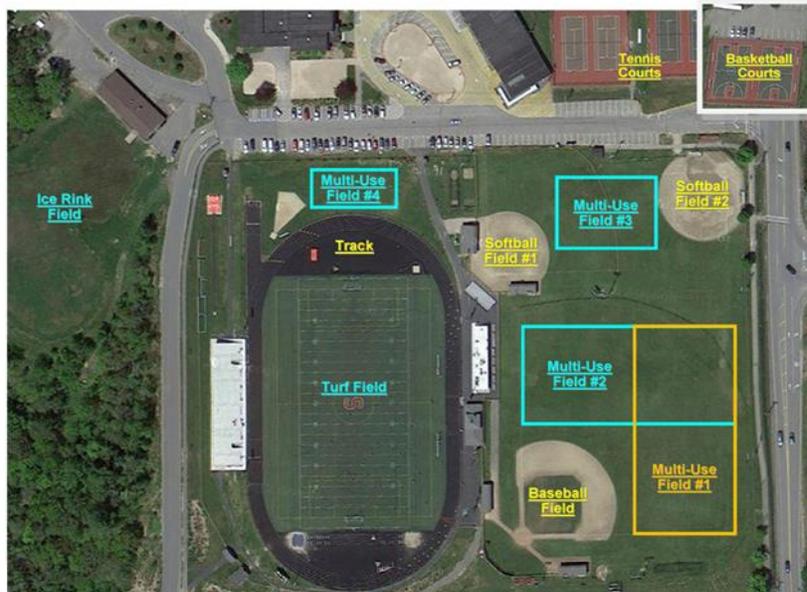
[Fees](#)

Please click below on the field or facility you wish to request. You will then have the option to check availability and to make a reservation request.

If you have any questions or concerns, please contact Scarborough Community Services at 207-730-4150.

*Please note that your selected facility or field is not reserved until a confirmation receipt is sent to you by Community Services. All public events must NOT be advertised in any media until an approved receipt is granted to you via email. Facility and field requests submitted less than 14 days in advance of the desired event date will automatically be denied.*

[Back to Field Listing](#)



- Click on the specific field you wish to view (all field names are underlined on the maps).
- A pop-up will appear showing you the specifics of the field, such as uses, amenities, and whether lights are available (lights require an additional fee).

**Turf Field**

**Uses:** Football, soccer, lacrosse, and field hockey

**Amenities:** Paved parking lots surrounding the complex (690 parking spots), outdoor track, bleachers, benches, drinking fountain, concession stand, restrooms, announcement booth, scoreboard

**Lights Available:** Yes

[Directions](#) | [View Fee Schedule](#) | [View Availability](#) | [Request Facility](#)

- Click **View Availability**.

- Your chosen facility should automatically appear in the top drop-down menu.
- The system defaults to the current month and current year. You may change the month and year, just be sure to click **Search** to refresh the results. The selected calendar will automatically appear below.

26	27	28	29	30	31	1
Turf Field 10:00 am- 3:00 pm	Turf Field 2:30 pm- 5:30 pm	Turf Field 11:30 am- 1:00 pm				
	Turf Field 5:30 pm- 7:00 pm	Turf Field 10:30 am- 11:30 am				

- You may click on a timeblock in the calendar to see what is taking place and what is still available.

**Reservations for 03/28/2017**

Showing 1 To 1 Total Results (1)

**Turf Field - FLDL\_HS\_TURF**

Begin Time	End Time	Location	Reservee	Purpose
2:30 pm	5:30 pm	Turf Field	Reserved	SHS TRACK PRACTICE
5:30 pm	7:00 pm	Turf Field	Reserved	SHS LAX PRACTICE
7:00 pm	10:00 pm	Turf Field	Available	

- Once you are finished checking availability, you may click the Home button (top left) to get back to the main page.

## Requesting an Outdoor Field/Facility

**PLEASE NOTE: If you need to reserve more than one date, you must follow this process for each date.**

- Click the **Request a Field** link in Fields block.
- Click on the facility you wish to request.
- Select the date you are looking to request (the system defaults to the next day). Click **Search**. The selected facility with timeblocks will appear below.
- Choose your selected timeblock(s) by clicking on the + sign to the left side of the timeblock.
- Click **Add to Cart**.
- Enter your **User Name** and **Password**. Hit Enter or click the **Login** button.
  - User Names are typically a four-digit or five-digit number assigned to your household in our system.
  - Passwords are typically your organization name (i.e. School Department, Lacrosse Boosters, etc.)

*If you do not know your User Name and Password, please call Community Services at 730-4150.*
- If it is your first time making a reservation online or it has been over one year since logging in online, you will be brought to a screen with your group's information. You may also be asked to change your user name and password upon your first login. Please be sure to review and update as needed, then click **Finish**.
- Enter your Facility Headcount (enter the maximum amount of people you think will attend your event).
- Select your name as the one making the reservation.

10. You will be brought to the main request page. Please complete all sections that are required (indicated in red). If there are menus that have multiple options available, such as selecting equipment you need, you may hold down your control button and multi-select your items. All of your requested time that you made on the previous screen (date and time, as well as the specific facility) will be filled in for you already. Once you have finished all of the details, you may click on **Continue**.
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*For any questions or concerns, please contact Community Services directly at 730-4150.*

*PLEASE NOTE: The online reservation process will not work for booking the following:*

- *Reservations for fields needed within 14 days or less.*