



## SCHOOL FACILITIES RESERVATION SYSTEM

*Facilities reservation requests for all **indoor school spaces** may be requested through Scarborough Public Schools. If you wish to request any outdoor space within the town of Scarborough or a space in Scarborough Town Hall, please [click here](#) to visit the Scarborough Community Services website.*

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Scarborough Public Schools is pleased to provide the public with the opportunity to request the use of a school building indoor space using our new reservation system. Any organization or person(s) requesting the use of a school facility must first read and understand school policy related to the use of school facilities. School Policy information may be accessed via the links below:

[> KF: Use of School Facilities](#)

[> KF-P: Facility Use Procedure](#)

[> KF-R: Use of School Facilities Regulations](#)

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### TO ACCESS AND NAVIGATE THE FACILITIES SCHEDULER RESERVATION SYSTEM:

[Click here to enter the Facilities Scheduler site.](#)

[Click here to view the public calendar and check for available space.](#)

### BECOME A REQUESTER

The first step in submitting a reservation request is to become a requester. You will need to do this if you have not already set up an account with the new system. **Please note: existing accounts with Community Services will not be transferred.**

In the bottom right hand corner you will see a login box. Just below the login box is a button, "Become a Requester". New users will need to click this button and enter all the information prompted on the following screen. After all information is entered and you have submitted your request to become a requester, Scarborough Public Schools will validate your account. Upon completion of the validation process you will receive an email with your account status. Once

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your account has been approved you may begin making requests for space. To log in, simply go back to the login screen and use the username and password you set up.

Once you are logged in, you may change any of your personal information including your password and username by clicking the person icon in the top right of the screen and clicking "profile". After logging in you are now ready to submit requests as necessary.

***If you are a school staff member making reservations for an outside organization, you must create a separate account for that organization. Please do not submit requests for outside organizations under your staff Scarborough Schools account.***

### NEW REQUEST TAB

When you first log in after your user account is established, you will be brought to the "New Request" tab. This is the screen that begins the process for making a new request for an indoor space. To make a request, select the date(s) and enter the time you will need the specific space and click "save and continue" at the bottom. You must enter times or the system will not allow you to continue. It will then ask you how long you need before and after the event. This is typically used for set up and break down, it is not required. Clicking "continue" will then bring you to the screen to select the facility and space you are looking for - here is how it works:

- Searching by **Type** will bring up all the space in our district for that type of facility. i.e. if you select gymnasium it will bring up all the gymnasiums in the district (available or not)
- Searching by **Building** will bring up all the spaces within that building (available or not)
- Searching by **Type & Building** will refine your search to those types of spaces in that specific building only

Clicking "continue" after selecting your search criteria will bring up a list of those spaces. The "conflicts" tab shows existing reservations with your requested dates and times for that space. You will not be able to book with conflicts. You may select any and all spaces you would like to request. Clicking "continue" will then lead you into the area where you enter your event details. You may upload information if needed. When you arrive at the "Other Needs" section you can

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request specific items for your event. The last screen is a confirmation screen to show you what you have entered. By clicking any of the info it can be changed before you submit.

Once you submit the request, it will go through an approval process. Requests will not be permitted less than 14 days ahead of the event. You will get email updates as the approval process progresses. **When your reservation has received final approval, you will receive a Facilities Agreement (Permit); you must sign this agreement electronically in the system to complete your reservation.**

### REQUEST HISTORY TAB

The request history tab will show you all of the events you have submitted and their status in the approval process. In this tab you can view and edit certain information about each event you have requested. You will **NOT** be able to change the date, time, or set up time due to system limitation. If you need to change any of these items you should cancel the event and then submit a new request. You **CAN** edit set up notes, other needs, group size, and event name up to 1 week in advance the event.

### FEE PAYMENT

If there are fees assessed for your event, you will receive an invoice after you have electronically signed the Facilities Agreement. **Payment must be received in full by 7 days in advance of the event date**, or the event may be subject to cancellation. Fee payment may be made in two ways:

- By check made payable to Scarborough Public Schools, mailed to the attention of the Business Office at P. O. Box 370, Scarborough ME 04070-0370, or
- Online through the Scarborough Public Schools [RevTrak web store](#).

**For more information or questions, please reach out to Melissa Russell by phone at 207-730-4100 or email at [mrussell@scarboroughschools.org](mailto:mrussell@scarboroughschools.org).**

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