

Starting with the 2019-2020 school year, all faculty and staff will have the ability to book spaces/rooms needed for events. This new process is for events that take place after school hours, but larger school day events (such as a pep rally) will also need to be entered.

To find the following links, use the [Employees](#) button on the fortmillschools.org website.

Before submitting your first request, be sure to read and watch the tutorials using the following links:

[How to Register/Log in](#)

[How to Submit a Schedule Request](#)

[My Request Tab](#)

[How to View the Calendar](#)

[MySchoolBuilding](#)

Things to ask yourself BEFORE you make your space request:

Is my event date more than two weeks away?

If yes, then your event may not be approved. Please allow two week's notice to give school administration time to view and approve the request.

If no, then proceed with your request.

Am I requesting an athletic space?

If yes, your event has to be 1st approved by the Athletic Directors office and then by school administration. Please allow time for this process to take place. You will get an approval email from the AD's office, but remember this is not the final approval. Final approval comes from school administration.

Is this event public or private?

Be sure to click public or private! Private event examples would be athletic practices, theatre rehearsals, or after school clubs, (events that the school needs to see on the calendar internally). Public events are events that will be shown on the school's website calendar. Examples would be athletic games, theatre performances or art shows. There is a place to put a description that will show on the calendar for public information.

Is this an internal request?

If yes, then school administration will consider the request for approval.

If no, then this is a facility rental and will need to be approved by the District Rental Facilitator.

Things to ask yourself AS you are making your space request:

- What are the areas around your requested space/room? Example: If you have booked the gym, are the hallways and bathrooms closest to this location also requested? You will need lights and air conditioning in those spaces as well.
- Will the event start or stop when it is dark outside? Remember, parking lot lighting.
- What are your set up and end times vs. event start and end times. Your set up times will control when the air conditioning and lights come on. The event time will be what appears on the calendar.
- Be mindful of the AM and PM portion of the request form. Incorrectly filling out this part can lead to your event being on the calendar for more than 24 hours and having the lights and air run for that length of time.
- Did you request custodial, security and/or heat and air conditioning? If not, you will NOT have those options on the day of your event.
- ABM will invoice the event for custodial time. The District Rental Facilitator will invoice for Defender Security time.
- Parts of the request form with a red check must be filled out.
- For the part of the form that asks for your organization, only put the 4 letter acronym for your school: DBES, FMES, GHES, OPES, PKES, RVES, SFES, SCES, TCES, BTMS, FMMS, GHMS, PKMS, SFMS, CRHS, FMHS, NFHS.

If you have any questions, please contact Tamara Osborne at osbornet@fortmillschools.org.