

Facility Use Requests

Beginning July 1, 2022, Use of Facility requests should be made online through ML Schedules. Here are the links to get started:

Upon [registering for an account](#), please be sure to complete all fields and then click submit. Successful registration means you will receive an email confirmation.

Once your account is approved, you may [log in and request space](#). **Multiple/Recurring requests for the same space should be requested on one request instead of multiple requests.** If you need assistance navigating this feature, please contact Melissa at 219-987-4711 x1000.

All correspondence, including approvals, estimates, and invoices will arrive at your email address provided during registration.

Helpful Tutorials:

[Submitting a Facility Use Request](#)

[Uploading Certificate of Liability Insurance](#)

If further assistance is needed, please contact Melissa at the Corporation office, 219-987-4711.

Important Notes:

- Fees may be added to offset custodial charges and building usage costs. All estimates and invoices will arrive to the group manager via email and are subject to change before or after your event.
- All outside organizations wishing to use the Kankakee Valley School Corporation facilities must meet insurance requirements and have a current Certificate of Insurance on file **prior to requesting space**.
- The Kankakee Valley School Corporation reserves the right to cancel any event without reason or notice.

A full list of Guidelines will be viewable each time you request space online.