



Welcome to the Amity Regional School District No. 5 Facility Use Reservation Website for Community Event Coordinators

To submit a request for use of Amity Regional School District No. 5 Facilities, Please follow the instructions below.



Instructions for accessing Brightly Software Community User link:

In order to utilize our community use software, you must first register as an event Coordinator. Please click on the requester guide link for instructions and video tutorial. [Requesting Access to Community Use](#)

You are invited to visit our facilities use community calendar at the following link:

Community User: <http://www.communityuse.com/default.asp?acctnum=475594626>

Click on the Community User link above and under Welcome Guest at the upper right hand corner, Log in to Request Facility Use for registration.

Once you have registered and received an approval as an event coordinator, you will need to email or mail a Certificate of Insurance (COI), see Insurance requirements link [COI Request.pdf](#)

You may Login to check status. [How to Login to Community Use Tour](#)

You may submit your request for use. Please click on the guide and video tutorial for [How to Submit a Request](#)

When space is available, individuals and community groups may apply to reserve District facilities. The requested times may not interfere with the Amity Regional School District No. 5 instructional programs, student athletics or activities and school-related groups.

We use a classification system to assign fees for community use.

Please note that not all rooms in a school are available for rent. We do not rent offices, science labs or special needs rooms. We are unable to provide rental equipment for facility rental events.

You will receive an email from Brightly Software when your event has been approved and activated. Please do not opt out of email notifications under your settings or you will not get our messages. **Note:** Depending on the room requested, you may receive multiple approvals; however, your event is not complete until you have received an Approved/ACTIVATED email.

Questions regarding policy and procedural issues should be directed to the Facility Use Team at 203-397-4817 or tracy.daigle@amityregion5.org. Questions regarding fees, invoices or payments should be directed to Kelly Stoner in Finance at 203-397-4813 or Kelly.Stoner@amityregion5.org.

Links to related documents:

[Amity Regional School District No. 5 Use of District Use of Facilities and Equipment Policy](#)

District Closures: When the district is closed for inclement weather, the facility use is cancelled.

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