



Administrative Center · 602 Center Parkway · Yorkville, Illinois 60560 · 630-553-4382 · y115.org

Y115 Facilities Usage Instruction for Requester

Please see instructions below on becoming a user in our School Dude program, which will allow you to request facilities. Thank you!

Please send your Certificate of Insurance to Heather DiVerde, hdiverde@y115.org

Visit- <https://www.communityuse.com/default.asp?acctnum=9930752>

Create an account (user name and password)

Accept terms and conditions

Once you are approved as an organization, you will receive an email. After you get that email you should be able to pull your group up as vendor requesting.

Please reference the .pdf documents in the DOCUMENTS tab for further information.

When you are at the HOME PAGE of the link above

Hit the tab on the top of the page that says, "New Schedule"

Fill in your request information, including your dates requested and times.

Hit Submit/Save.

You will receive an email confirmation that your schedule has been submitted. The schedule will be routed to the facility that has been requested and you will receive notification by email if approved or denied. If approved, the schedule will be routed to the Buildings and Grounds Dept. for activation.