SCHOOL FACILITIES RESERVATION SYSTEM INSTRUCTIONS

Scarborough Public Schools is pleased to provide you with the opportunity to request the use of a school building indoor space using our new reservation system ML Schedules. As an organization or person(s) requesting the use of any school facility it is important that you read and understand school policy related to the use of school facilities. School Policy may be accessed by clicking the policies listed below.

Facility Use Policies
> KF: Use of School Facilities
> KF-P: Facility Use Procedure
> KF-R: Use of School Facilities Regulations

Below is the information you will need to help you navigate and get started with the ML Schedules reservation system.

The facilities scheduler site can be found here:
https://me13.mlschedules.com/Login.aspx

You can view the public calendar to view available space for the system here:
https://me13.mlschedules.com/ReservationsIframe.aspx?p=1&v=c

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. When accessing the login page by using the link above you will be able to click “Create Account” and follow the onscreen instructions.

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 accounts status. Once 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 that you set up.

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

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.

SUBMITTING A NEW REQUEST - In the top right corner of the screen, once logged in, will be a blue button “New Request” click this to make a request. Follow the online instructions, select the date(s) and enter the time you will need the specific space, please make sure you select the appropriate “frequency”. You may select as many spaces as you wish to use for this event. Clicking “View Availability" at the bottom will reload the screen and a new box with all dates you

asked for will be displayed. If the space is available for the time and date you asked for it will show in black text. If unavailable it will show in red text. For dates and times the space shows in red you may change the time or date right within the box or simply delete the date to remove it from the request.

Clicking continue following the dates and times screen you will be brought to a page for information about your event.. Please fill out all information as necessary, some fields are required and those are marked with an asterisk. The last screen is a "Estimated Cost" screen to show you what, if any, cost will be associated with your request. Please note that cost may be very high in instances where multiple dates and times are requested. The system looks to charge for each hour for each space booked for certain chargeable items. This will likely not be your final cost and may be adjusted before billing. 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 receive email updates as that progresses.

REQUEST HISTORY - To view previous or future requests click the "View" on the right hand side menu of the screen followed by "My Request".

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 seven (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 ML Schedules Portal by click "Pay with VANCO". VANCO is the same company as Revtrak which the school uses for collecting other fees.

Thank you,
Scarborough Public Schools
Facilities Department