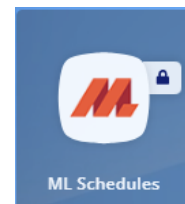


Subject: New Facility Use Request System – MasterLibrary (ML) Launching Tomorrow

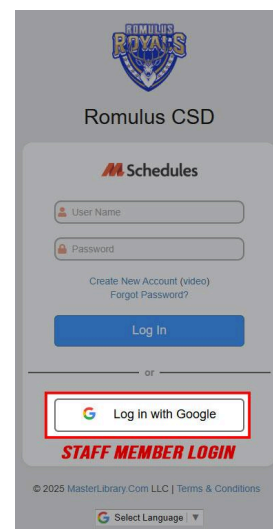
Dear Royal Community and Staff,

Beginning tomorrow, **all facility use requests will be made through ML**. This new online system will replace the old paper forms, which will no longer be accepted.



Key Information You Need to Know:

- **Where to Access:** Links to ML are available on the district website for the public and through Classlink for staff.
 - **Facility Use Public Calendar Link :**
 - **view the calendar and availability**
 - **Public Event Request Link for Non-Registered Community Users :**
 - **you need to set up an account with your personal email address to schedule an event for the 1st time)-
COMMUNITY USE ONLY**
 - **Event Request Link for Registered Users :**
 - **for staff to sign in with Google and Community Users that registered for an account**



Submitting a NEW Facility Request (Video)

<https://support.mlschedules.com/hc/en-us/articles/11452510047387-Submitting-A-Facility-Use-Request>

- **What to Do:** Anytime you have previously completed a facility use form, you will now complete it in ML.
- **CPR/AED and Liability Insurance Requirement:** Groups must list the CPR/AED certified individuals who will be present at their event. Outside groups will also upload their CPR/AED certificate and required insurance documentation.
- **Event Approval Process:**
 - While your event is awaiting approval, it will not appear on the public calendar. Administrators can still view pending requests to prevent scheduling conflicts.
 - Once approved, you will receive an email notification.
 - **Outside groups:** Board of Education approval is required before Mrs. Nicholson (Board Clerk) finalizes approval in the system.

- **School-affiliated groups:** Mrs. Nicholson will approve directly if no conflicts exist.
- **Calendar Features:** You can check the calendar of scheduled events to see space availability. "Information Only" items (like holidays) are also displayed.
- **Event Requests:** When submitting, you can indicate technology needs, seating, trash bins, door unlocking (with group monitoring required), etc.. Notes may also be added, such as table set-up instructions.
- **Notifications:** Once approved, technology and maintenance requests automatically generate emails to the appropriate departments. Additional communication is not required.
- **Existing Paper Requests:** If you already submitted a paper facility use form for the 25-26 school year and it was approved, Mrs. Nicholson has entered a placeholder for your event in ML. Going forward, all groups must create a ML account using a personal email. Staff members will sign in with their Google accounts.
- **Future Updates:** Soon you will also be able to submit technology and maintenance requests at the same time as your facility use request. We will notify you when this feature goes live.

Contacts for Assistance:

- **For questions about facility requests:**
Mrs. Nicholson, snicholson@romuluscsd.org | 607-869-5391
- **For questions about using ML:**
Mr. Thomas, IT Director, mthomas@romuluscsd.org | 607-869-5391
- **For concerns, emergencies, or needs during events outside school hours:**
Mr. Buisch, Director of Facilities | 315-694-1663

Thank you for your cooperation as we transition to ML. This streamlined system will allow us to better coordinate events, share resources, and provide our students and community with well-managed, welcoming spaces.

Thank you,

Jennifer A. Hayden
Superintendent, Romulus CSD