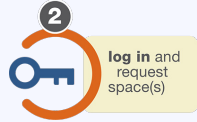
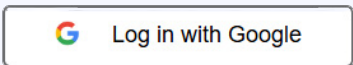




RESERVING DISTRICT SPACE



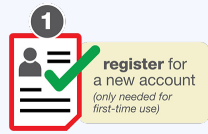
DISTRICT EMPLOYEES


- 1 visit <https://www.interlakes.org/departments/facilities>
- 2 scroll down the page and click this icon 
- 3 click the "Log in with Google" option 
- 4 click the "New Request" button to review available space and complete a reservation request


 your request will be reviewed and either be approved or denied - notification is sent via email

 edits can be made to reservations by clicking **View > My Requests >** locate the event you want to edit and click the magnifying glass

GROUPS (NON-DISTRICT EMPLOYEES)

- 1 visit <https://www.interlakes.org/departments/facilities>
- 2 scroll down the page and click this icon 
- 3 complete the required fields and click "Create User Account"
> once your account has been reviewed and activated by the Facilities Department, you will receive notification by email
- 4 follow steps **1-4** from above to submit your reservation
> space is not fully reserved until you receive approval from the Facilities Department

 Inter-Lakes School District requires your Group to have a valid insurance certificate on file. Certificates must be submitted when creating your user account.

 Questions? Contact the Facilities department by emailing jordan.carney@interlakes.org