

Community User Facility Request Directions

1. Go to www.riverviewschools.com
2. Click the "Departments" tab, choose "Operations & Facilities" then click the link that says "Community User Facility Request & Calendar"
3. In the upper right-hand corner next to "Welcome Guest!", click the link "log in to Request Facility Use." If you have not requested access previously, click "Create One". You will agree to the terms and conditions, fill out your personal information and associate yourself with an organization. Once you have submitted this, you will receive an email once your request for access has been accepted. You can then follow steps 1 & 2 above and enter in the login credentials you used when creating your account.
4. Once logged in, click on the tab at the top to put in a Schedule Request!

The account number for Riverview Community Schools is: **919196070**

The password you will need to put in a facility request once you have created an account is: **riverview** (all lower case)

I hope this information is helpful to you. If you have any further questions, please don't hesitate to reach out to Sharon Mathews @ smathews@riverviewschools.com