Submitting A Facility Use Request

Modified on: Thu, May 21, 2020 at 4:02 PM

MLS Submitting a Request Video
from **MasterLibrary.Com, LLC**

02:58

1. To begin the request process you can either select the event date on the calendar or you can select the New Request option at the top right. New Request

Make A Request:

Select Group ▼ or Request on Behalf of ▼

Site(s)

- Select Site -

Space(s)

- Select Space -

Frequency

One Time Event ▼

Date & Time Information

05/28/2020	05/28/2020
Start Date*	End Date*
12:00am	12:30am
Start Time * (including Setup)	End Time * (including Breakdown)

View Availability

Note: The date will automatically be filled out if you selected a date on the Calendar.

3. If you have more than one Group under your account, select the appropriate Group.

4. Select the Site (Building)

5. Select the Space(s). You are able to select multiple spaces within this dropdown.

6. Select the event **Frequency** from the drop-down menu:

- Daily
- Daily Weekdays Only
- Weekly
- Every other week
- Multiple Days per week
- Monthly
- Custom Frequency (This option allows you to select random dates on a calendar)

7. Click the **View Availability** button.

8. Selecting the View Availability button will show you all of the dates and spaces that were requested and if those dates are available. Dates that are not available will show in red text. You can either select the X button to remove a date or adjust the date, start time, or end time. As you make those adjustments the system will automatically check the availability. Once you are ready to continue with the Dates listed, select the **Continue** Option.

Once you select continue, you will be brought to the Request form to complete your Request.

Enter an event name as well as any additional information such as equipment or personnel needed for the event.

Note: any required fields will have a red asterisk next to them

At the bottom of the page, you will need to check off that you have read and agree to the school's policies and you may be required to electronically sign for the request.

9. Select **Confirm & Submit Request**

Note: Outside Groups may need to agree to estimated costs before finalizing the request.

Please feel free to submit a support ticket here:
http://support.mlschedules.com/support/tickets/new
(http://support.mlschedules.com/support/tickets/new)