

# Litchfield School District / SAU # 27

## Community Members Requester Guide

The **Litchfield School District** is now taking facility requests online through our Community Use calendar and request system, FS Direct. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

### **What you need to know before you begin requesting facility use:**

#### ***Who should be making requests to use Litchfield School District facilities?***

- *Litchfield School District affiliated organizations (i.e. Booster Club, PTO's, etc.)*
- *Litchfield non-profit, service-based community organizations*
- *Departments/branches of the Litchfield Municipal Government (i.e. Recreation Commission, Police Department, Fire Department, etc.)*
- *Established youth organizations serving the youth of Litchfield*
- *Community groups*
- *Private promoters*
- *Religious organizations*
- *Political organizations*

#### **User Account Registration Instructions:**

1. First, register for a new account with FS Direct by following the link provided here: <http://www.communityuse.com/default.asp?acctnum=45151819>. You will not immediately be approved. **Please note that only one user account will be allowed per group/organization.**
2. You will receive an email from the System Administrator advising you of the following steps in the process while your user account request is being processed:
  - **Read** the Community Use of District Facilities policy & procedures included in the email.
  - **Sign** the acknowledgement and **return** it to the Litchfield School District SAU office via fax, mail, or scan the signed acknowledgment and return by email.
  - **Provide** the appropriate **Certificate of Insurance** to the Litchfield School District SAU office via fax, mail or email (along with your signed acknowledgment).
3. Once the signed acknowledgment and Certificate of Insurance has been received by the District, you will be notified by the System Administrator that your account has been approved.
4. Once your account is approved, you can begin requesting facility use.

#### **Important Information**

Before you begin submitting requests for use of facilities, please keep the following important information in mind.

- Please be sure to submit facility requests at least two (2) weeks in advance.
- Please allow a minimum of seven (7) days to process requests. If you are requesting the use of athletic fields, please note that all approvals will be delayed until the schools complete their season schedules.

- Please note that fees may apply to certain groups/organizations requesting use of District facilities.
- If you are a group/organization to which fees apply, please note the following:
  - Single events require full payment be made five (5) days in advance.
  - For recurring events, a 50% booking fee is expected to be paid to the District when you receive confirmation of your request(s). The remaining balance is due and payable at the onset of events.
- When you begin making facility use requests remember to use the **Normal Schedule** module only. There are known problems with the Recurring Schedule that may result in your request not being processed.

#### IMPORTANT LINKS:

##### Facility Use Policy & Procedures:

[http://www.litchfieldsd.org/index.php?option=com\\_docman&task=doc\\_download&gid=1398&Itemid=185](http://www.litchfieldsd.org/index.php?option=com_docman&task=doc_download&gid=1398&Itemid=185)

##### Facility Use Fee Schedule:

[http://www.litchfieldsd.org/index.php?option=com\\_docman&task=doc\\_download&gid=1399&Itemid=185](http://www.litchfieldsd.org/index.php?option=com_docman&task=doc_download&gid=1399&Itemid=185)

##### Facility Use Forms:

[http://www.litchfieldsd.org/index.php?option=com\\_docman&task=doc\\_download&gid=1457&Itemid=185](http://www.litchfieldsd.org/index.php?option=com_docman&task=doc_download&gid=1457&Itemid=185)