

Litchfield School District / SAU # 27

Community Members & Organizations Registration Guide

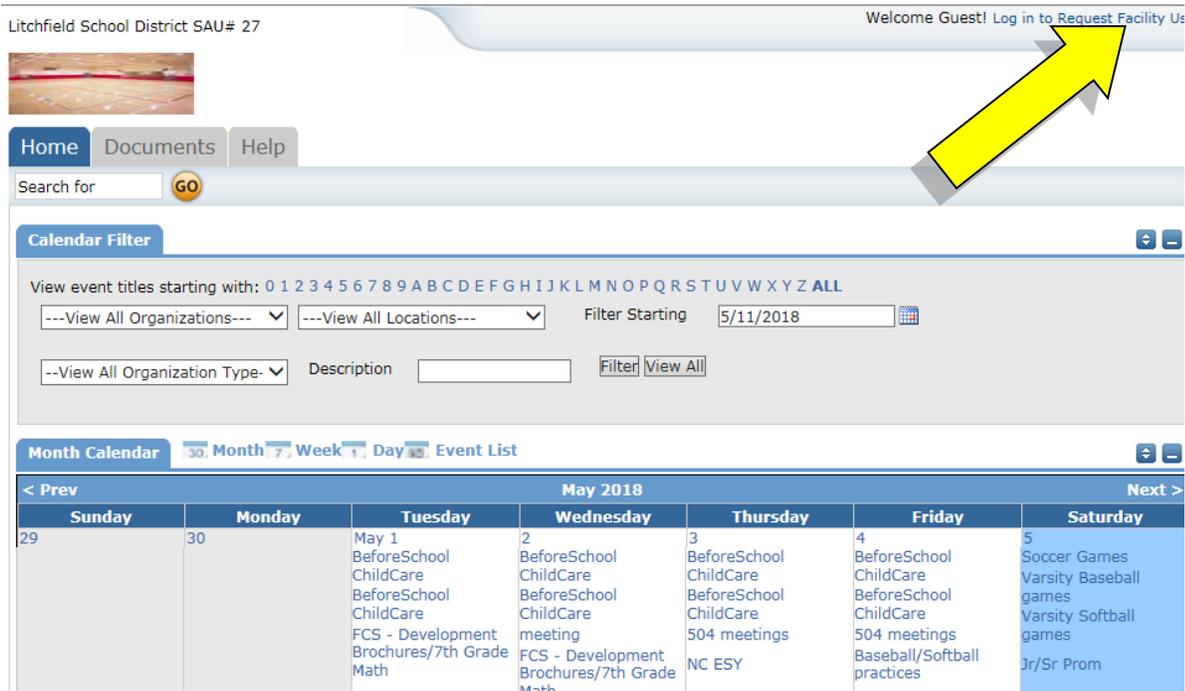
The **Litchfield School District** is now taking facility requests online through our Community Use calendar and request system, FS Direct. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

To register:

- Go to the Litchfield School District website and click on the Community Facility Requests button under Important Resources.



- This will take you right to the login page.
- At the top of the page, you'll see a link to Login to Request Facility Use. Click here first.



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- When you click the log in link, you will be directed to the following screen:

Litchfield School District SAU# 27 Welcome Guest! Log in to Request Facility Use

Home Documents Help

Search for

Login

Don't have an account? [Create One.](#)

Email Address

Password

- Click on Create One to create a log in for your organization.
- You will be required to agree with the terms and conditions:

Terms And Conditions

In order to register, you must agree with the following terms and conditions:

INSURANCE: It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the School Board's fiduciary responsibility to protect school property and assets, the Organization/Event Sponsor hereby covenants and agrees at all times to indemnify and hold harmless the School District, its' School Board, officers and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees and legal costs arising out of the use of these rental premises and all school facilities by the Organization/Event Sponsor, its' officers, employees, agents, representatives, contractors, customers, guests, and invitees.

The Organization/Event Sponsor maintains Commercial General Liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the School District, as an Additional Insured, will be provided before any

I have read and agree to abide by the terms and conditions stated above.

- Once you have agreed to the terms and conditions, you will be prompted to enter a profile:

Step 1 of 3: Personal Profile

Registration Wizard

Personal Profile Request Organizations Confirmation

My Contact Settings

First Name | Last Name |

Email Address |

Phone Number |

Cellular Phone |

Your Address | *

Note: This is your Contact Address. You will enter the organization address on the * next page.

Password Settings

Password | Verification |

Check here to remove self from all event-related email notifications.

- Please be sure to fill in all the areas with either a | or * and click Save & Next.

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- You will then be directed to set up your organization:

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile [Request Organizations](#) Confirmation

Request Your Organization

Organization Name |

Warning: This field is required.

Organization Type

Organization Address |

Use Your Contact Address as Organization Address

[Add Organization](#)

Requested Organization List

Items Per Page: 25 | 50 | 75 | 100
« Previous 10 Next 10 »

Organization Status	Organization Name	Organization Type	Address
No record found			

« Previous 10 Next 10 »
Items Per Page: 25 | 50 | 75 | 100

[Previous](#) [Save & Next](#) [Cancel](#)

Legend

- Fill in the required fields and click Save & Next.
- You will be directed to review your information and submit your request for approval.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile Request Organizations [Confirmation](#)

Confirmation

Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

Name Jane Doe

Email Address jdoe@gmail.com

Phone Number 603-555-1234

Cell Phone

Your Address 1 Highlander Court
Litchfield, NH 03052

1 - 1 of total 1 listed

Items Per Page: 25 | 50 | 75 | 100
« Previous 10 Next 10 »

Organization Status	Organization Name	Organization Type	Address
Pending	ABC Foundation		123 Apple Street Anytown, USA 11111

« Previous 10 Next 10 »
Items Per Page: 25 | 50 | 75 | 100

[Previous](#) [Submit Requests](#) [Cancel](#)

When completed, click Submit Requests.

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You will receive an email regarding the status of your request. When the request has been approved you will receive notification.

Thank you for registering your organization with the Litchfield School District.