

# Online Facility Usage Request

Please read the helpful steps below BEFORE clicking on the link for online requests. It may be helpful to print out for easy reference when first accessing the new program.

## Step 1

- When you click on the link below and the page opens, go to the top right corner of the page where it says “Welcome Guest”
- Click “Log in to Request Facility Use”

## Step 2

- **IF YOU ARE A NEW USER**, you must then create an account by clicking on “Create One.” After submitting this request, you will be notified by email if your organization is approved and at that time you will be able to log back into the system with your user name and password and continue following the steps below.
- **IF YOU ARE ALREADY AN APPROVED USER**, log in and follow the steps below.

## Step 3

- Click on the “Request Facility Use” tab, then follow the prompts, being sure to fill out all fields (including cell phone number) and click “Save & Next” tab
- Continue filling out all required fields and click the “Add Organization” tab and then the “Save & Next” tab
- Review and click on the “Submit Requests” tab

## Step 4

- You will be notified by email of the decision regarding your request for facilities usage.

[\*\*CLICK HERE TO BEGIN THE ONLINE FACILITY USAGE REQUEST FORM\*\*](#)