

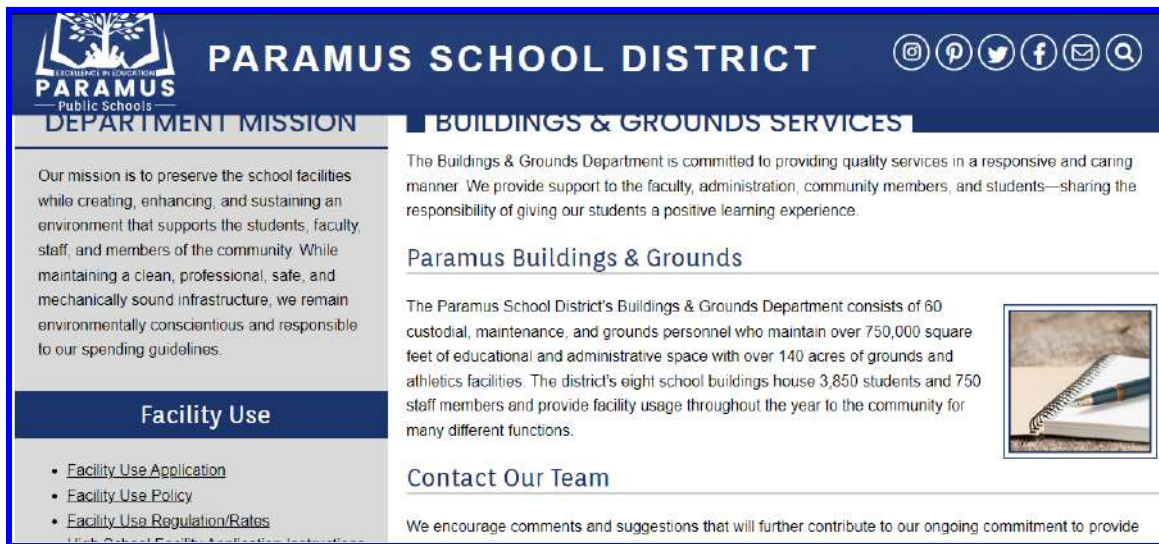
Create an account for Facility Use Request

To create an account for Facility Use, click on the following link

<https://www.paramus.k12.nj.us/Buildings-and-Grounds>

On the left side of the page under Facility Use

- ☐ Click on Facility Use Application



Top right of the page click on

- ☐ Log in to Request Facility Use



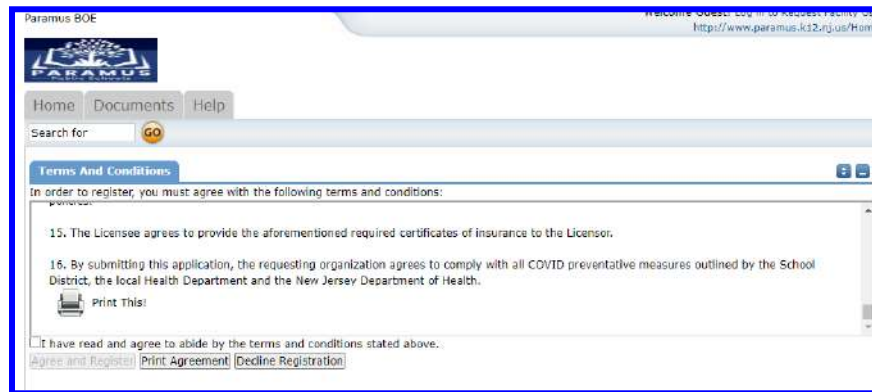
Don't have an account?

- ☐ Click on Create One



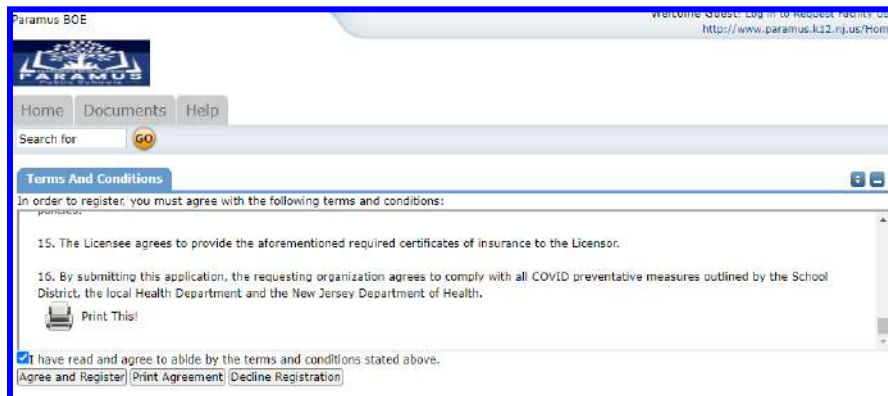
Read and check off the box

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



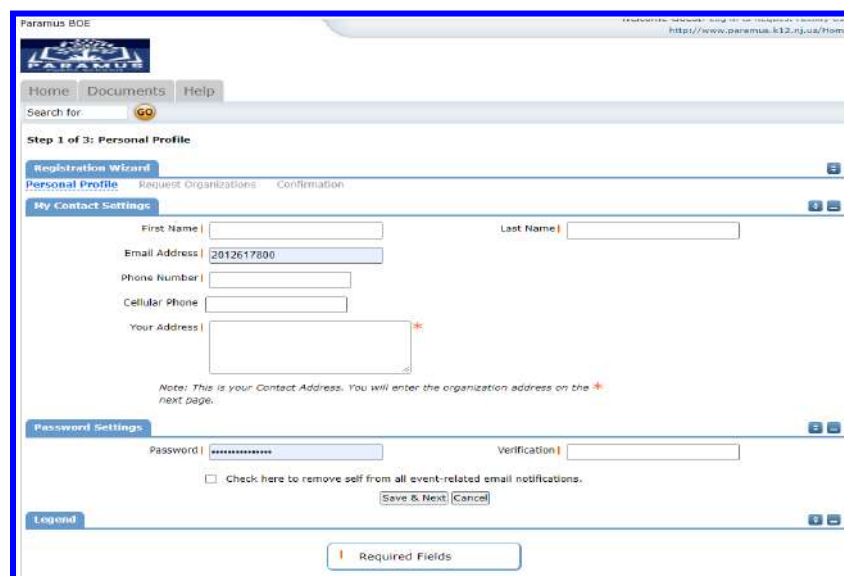
After checking the box

- ☐ Click on Agree and Register



Fill out the three steps

- ☐ Personal Profile
- ☐ Request Organizations
- ☐ Confirmation



Final steps

- ☐ Your application is complete and you will receive an email confirmation
 - ☐ Next step; your application is sent to a queue for review
- ☐ Once approved, you will receive an email letting you know, you can submit a facility use request (see highlighted steps below)
- ☐ After submitting your request, Paramus Public Schools will take the necessary steps and review your request
- ☐ Once your request is approved/denied, you will receive an email notification regarding the status of your request. **Requests for use of school facilities must be submitted no later than 30 days before the planned event and no earlier than 90 days. The Board and/or it's designees will make all efforts to review requests in a timely manner.**

Reminder.....in order to receive email confirmation when submitting a request, please make sure to include your email address in the request.

If you have questions regarding facility use or the status of your request, please email Lynda Ariyan at lariyan@paramusschools.org

Submit a Facility Use Request

- ☐ Log in to FS Direct
- ☐ Click on Request Facility Use
- ☐ Single Date
- ☐ Fill in the information in red
 - ☐ Event Title
 - ☐ Location
 - ☐ Rooms- click on binoculars to select room(s) for multiple rooms, click OK after your selection
 - ☐ Start Date
 - ☐ End Date
- ☐ Click Search
- ☐ Review- Click on Next
- ☐ Choose Organization
- ☐ Choose Name or add your name
- ☐ Under Set Up Requirements check box next to what needs to be set up and add any information
- ☐ Fill in red marks
- ☐ Email address
- ☐ Save