

D11 Public Facility Requests

Colorado Springs School District 11 (D11) provides a public web site for the submission of facility use requests. The web site is available by going to the following address:

schedulefm.com/D11/Request

This will take you to the login page, through which you can sign up for an account, or log in to submit one or more facility use requests.

If you are new, and do not yet have an account with D11, please choose the click “HERE” link. If you forgot your login information, choose Forgot Password. If you have questions, please call the phone number at the bottom, or select the HELP link.



CO Springs District 11

Welcome to the CO Springs District 11 facility request page.

You need to be registered, and enter a username and password, to submit a request.

If you are new, and wish to register, please click [HERE](#).

If you already have a username and password, please log in.

User Name

Password

[Log In](#)

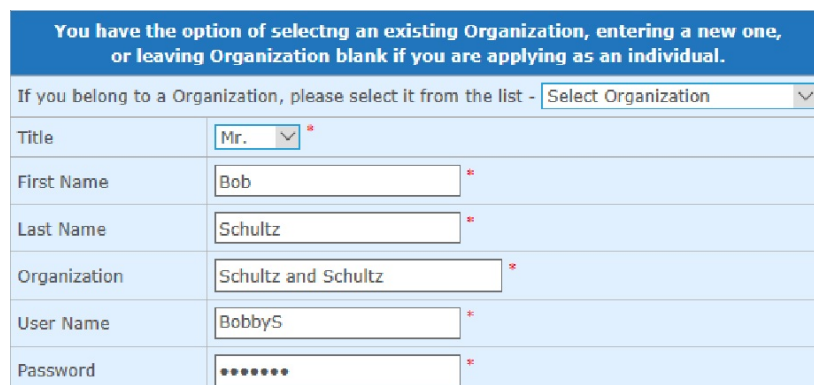
If you forgot your login information, please choose [Forgot Password](#)

Please call [719-520-2333](tel:719-520-2333) if you have questions - Or for a tutorial, choose [HELP](#).

New Account Requests

If you do not have a username and password, you can request an account for a new organization, or add yourself to an existing organization.

From the Login page, choosing “click HERE” will open a new account request form to complete, with required fields identified with an asterisk (*).



You have the option of selecting an existing Organization, entering a new one, or leaving Organization blank if you are applying as an individual.

If you belong to a Organization, please select it from the list -

Title

First Name

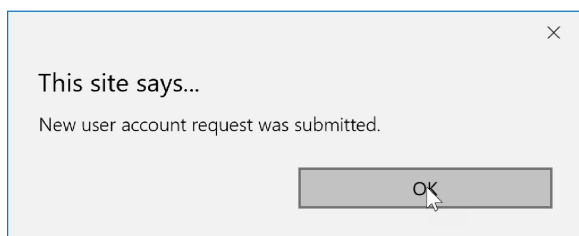
Last Name

Organization

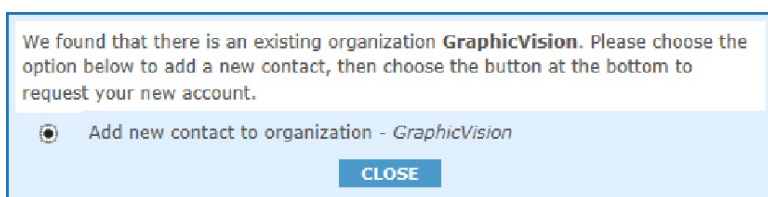
User Name

Password

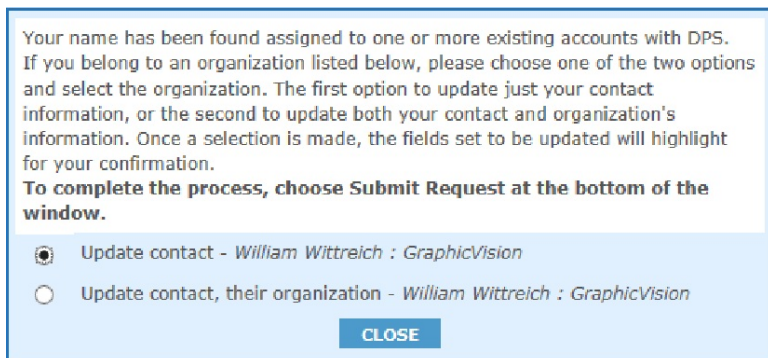
Choosing the “Submit Request Your New Account” button.



Entering the name of an existing organization will provide you the option to add yourself as a contact for that organization.



Entering duplicate first and last name, or phone number will provide the option to request the update of an existing contact account.



Entering a duplicate username or email address will direct you to the Forgot Password window so that you can request that information and log in. Once you are logged into the request form you will have the opportunity to request an update of your name, or username and/or password.

Application Guidelines

Whether you request a new account, or log in with an existing username and password, the Application Guidelines are next presented.

Please read the guidelines through to the bottom, then accept the terms to proceed.

Application Guidelines

This page contains details on the application process. If you intend on requesting an auditorium, there is a supplemental form required for that rental. You can open the form by selecting the Auditorium Form link from the guidelines.

For Auditorium requests, please fill out and attach this Auditorium information form with your request. [Auditorium Form](#)

Once you have read the contents of the page, check the box at the bottom and choose Proceed

☒ I have read the Application Guidelines.

Proceed

Completing Facility Request Form

The facility request form is next presented. Whether you have requested a new account, or already had an account and just logged into the form, the required fields are the following:

- Date and times, including Single Date

2. Event Date and Time (Required)	<input checked="" type="radio"/> Single Date <input type="radio"/> Reoccurring Dates <input type="radio"/> Random Dates
	Event Date <input type="text" value="05/23/2020"/>
	Start Time <input type="text" value="02 : 00 PM"/> End Time <input type="text" value="04 : 00 PM"/>

Reoccurring Dates

2. Enter Date and Time (Required)	<input type="radio"/> Single Date <input checked="" type="radio"/> Reoccurring Dates <input type="radio"/> Random Dates
	Start Date <input type="text" value="09/01/2018"/>
	End Date <input type="text" value="11/24/2018"/>
	Start Time <input type="text" value="03 : 00 PM"/> End Time <input type="text" value="05 : 00 PM"/>
	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun

and Random Dates

2. Enter Date and Time (Required)	<input type="radio"/> Single Date <input type="radio"/> Reoccurring Dates <input checked="" type="radio"/> Random Dates												
	<table><tr><th>Event Date</th><th>Start Time</th><th>End Time</th></tr><tr><td><input type="text" value="10/19/2018"/></td><td><input type="text" value="03 : 00 PM"/></td><td><input type="text" value="06 : 00 PM"/></td></tr><tr><td><input type="text" value="11/07/2018"/></td><td><input type="text" value="02 : 00 PM"/></td><td><input type="text" value="07 : 30 PM"/></td></tr><tr><td colspan="3">Add Another Date</td></tr></table>	Event Date	Start Time	End Time	<input type="text" value="10/19/2018"/>	<input type="text" value="03 : 00 PM"/>	<input type="text" value="06 : 00 PM"/>	<input type="text" value="11/07/2018"/>	<input type="text" value="02 : 00 PM"/>	<input type="text" value="07 : 30 PM"/>	Add Another Date		
Event Date	Start Time	End Time											
<input type="text" value="10/19/2018"/>	<input type="text" value="03 : 00 PM"/>	<input type="text" value="06 : 00 PM"/>											
<input type="text" value="11/07/2018"/>	<input type="text" value="02 : 00 PM"/>	<input type="text" value="07 : 30 PM"/>											
Add Another Date													

- First school and room/field type selections

3. Select Room Type/ School (1st School Preference Required) (Room or Ball Field Type Required) (2nd and 3rd School Preference Optional)	1st School Preference Doherty-HS Room Type Cafeteria 2nd School Preference Galileo-MS 3rd School Preference Select
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- Attendee information

4. Attendee Information (Required)	Estimated number of participants: 20 Estimated number of observers: 10
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- Purpose of use. (A brief title for your event)

5. Purpose of Use (Required)	Birthday Party for Gena
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Also, required is the entry of Notes and Special Instruction. In this area you should provide information on the purpose of your event, whether you need tables and chairs set up a specific way, and/or special needs that you may have.

6. Enter Notes and Special Instructions (Required) - Special needs or requirements - Need for multiple rooms or fields - AUDITORIUM REQUEST (Setup time/rehearsal time/performance time/strike time) Click HERE to send an email and attach files (Certificate of insurance, 501c3, life guard certificate for pool ONLY, Auditorium upload)	We request that about six tables be placed in a square with an area open in the middle for dancing.
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This area also includes a link to upload documents that are supplemental to your request, like a room layout, or certificate of insurance.

Click [HERE](#) to send an email and attach files (Certificate of insurance, 501c3, life guard certificate for pool ONLY, Auditorium upload)

Attach Documents		
<input type="text"/> Browse...	<input type="text"/> Browse...	<input type="text"/> Browse...
<input type="text"/> Browse...	<input type="text"/> Browse...	<input type="text"/> Browse...
System will accept only (.gif, .jpg, .jpeg, .png, .htm, .html, .pdf, .doc, .docx, .xls, .xlsx, .txt) types of files.		
<input type="button" value="Attach"/>		

Once the form is complete, you will choose Submit Request.

A confirmation page is presented, through which you can review the information you entered, go back to edit that information or submit the request.

Choosing Submit will complete the request.

Please verify the data, then choose Submit to confirm the request:		Sign Out
Your Contact Information	Bob Schultz - 111-222-3333 - bobbys@schultzandschultz.com	
Your Organization'S Information	Schultz and Schultz, 123 Main Street, CO, 80903, Colorado Springs	
Date / Time	2:00pm to 4:00pm On 5/23/2020.	
Room Type/ School	Doherty-HS - Cafeteria	
School Preference 2	Galileo-MS	
School Preference 3	Any	
Number of Participants	20	
Number of observers	10	
Purpose of Use	Birthday Party for Gena	
Notes	We request that about six tables be placed in a square with an area open in the middle for dancing.	
Edit This Request		Submit



A final confirmation page is presented, through which you can go “Back to Request Form”, Email a copy of the request to yourself, or Sign Out.

Request number 108393 was submitted on 05/11/2020 at 07:56 PM		Sign Out
Your Contact Information	Bob Schultz - 111-222-3333 - bobbys@schultzandschultz.com	
Your Organization'S Information	Schultz and Schultz, 123 Main Street, CO, 80903, Colorado Springs	
Date / Time	2:00pm to 4:00pm On 5/23/2020.	
Room Type/ School	Doherty-HS - Cafeteria	
School Preference 2	Galileo-MS	
School Preference 3	Any	
Number of Participants	20	
Number of observers	10	
Purpose of Use	Birthday Party for Gena	
Notes	We request that about six tables be placed in a square with an area open in the middle for dancing.	
		Back To Request Form Email

You will receive an email from the D11 Community Use folks that either confirms or denies your request in the near future.

Summary:

The D11 public request form provides you with the ability to submit requests for facility use through a web site. New users can request an account, with established users logging into the form. Both are able to submit one or more requests for facility use through the form.

Technical Support:

If you have any questions about submitting a request, or about the facility request form, please call 719-520-2333. Technical support is also available from GraphicVision by emailing techsupport@graphicvision.com, or calling 303-424-0626 during regular business hours (MST).