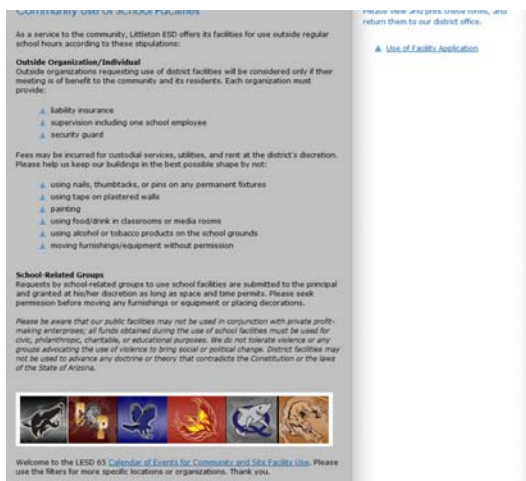# Submit An Online Request for Use of Facilities
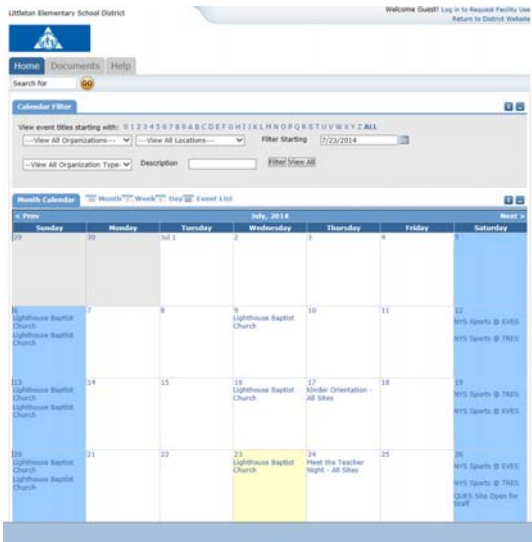

1. Go to www.littletonaz.org

2. Place cursor on Departments and click on Operational Services
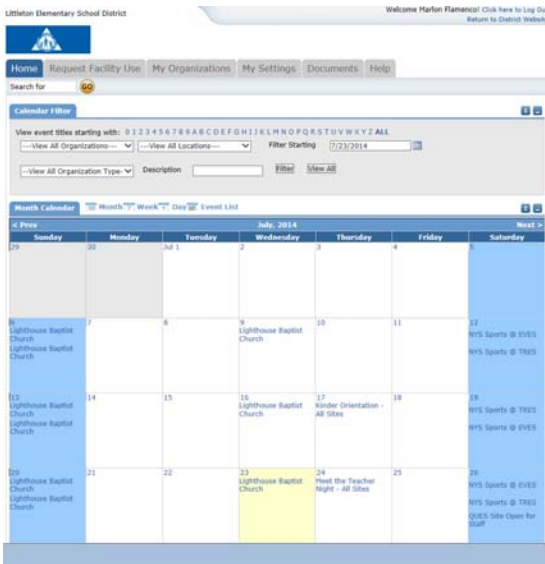

3. Scroll to the school icons and click on link below them for the "Calendar of Events for Community and Site Facility Use".
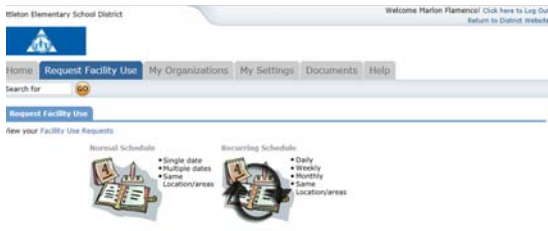
4. A screen with the calendar will pop up.
5. Click on Log in to Request Facility Use, located on the top right hand corner.

6. Enter your login information.

7. You will be taken back to the calendar under your account.

Home   Request Facility Use   My Organizations   My Settings   Documents   Help

Search for   GO

Request Facility Use

View your Facility Use Requests

8. Click on the second tab "Request Facility Use"
9. You have two options:
    a. Normal Schedule = Used for single or multiples dates for the same time and location.
    b. Recurring Schedule = Used for Daily, Weekly or Monthly schedules with different times but same location.
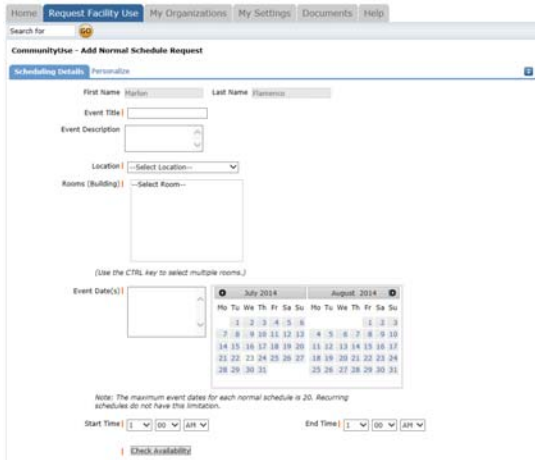
10. Click on Normal Schedule to enter your request.
11. Complete all information requested.
12. Select dates needed, no more than 20 per request and needs to be within the fiscal year (i.e. 7/1/14 – 6/30/15)
13. Enter the time needed, this needs to include any setup and breakdown time.
14. Check Availability – This will show you a calendar with selected time. If you see an X in any of the areas that means it is not available.
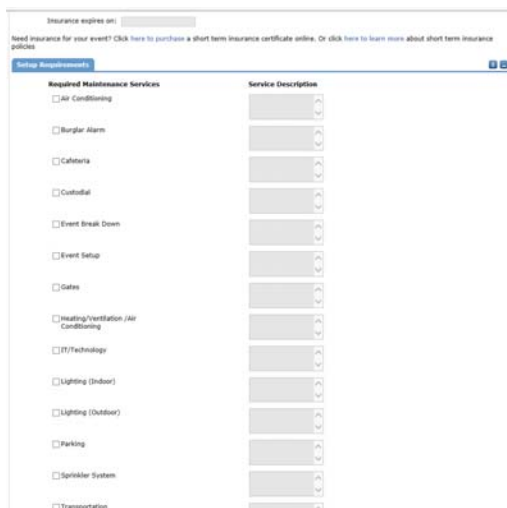
15. Enter any needs you will have (i.e. Air conditioning, special instructions for custodial or other.) Please be as specific as you can, include date, time and location as this will create the work order for it.

16. Complete Event Information
17. Sign (email address)
18. Submit

19. For a Recurring Event, click on Recurring Schedule


20. Complete Scheduling Details
21. Submit
22. It will be sent to the Site for Approval
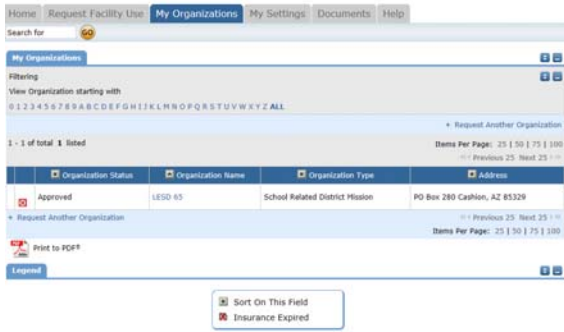
23. The "My Organization" Tab is used to see your organizations information. When you click on Organization Name, you will be able to see detailed information. Also, you will be able to see if the organization has been approved, denied or pending.
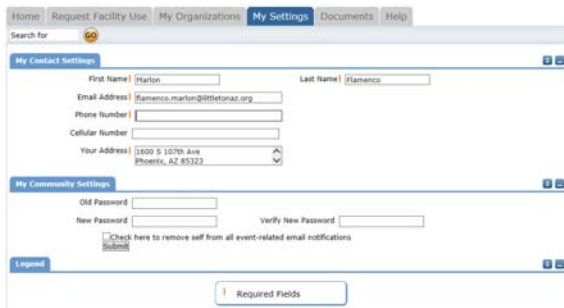
24. The "My Settings" Tab is used for your specific information, i.e. password, phone number, address. You can update your information in this tab.
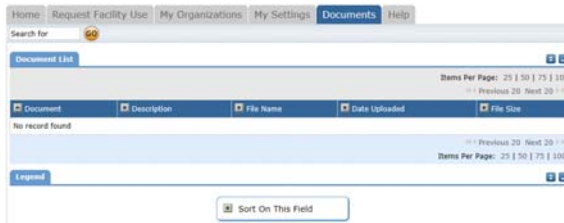
25. The "Documents" Tab is for any documents that have been uploaded to the system.
26. Please note when your events are approved you will receive an email, but you can also always return to the calendar and see what has been approved for the day.