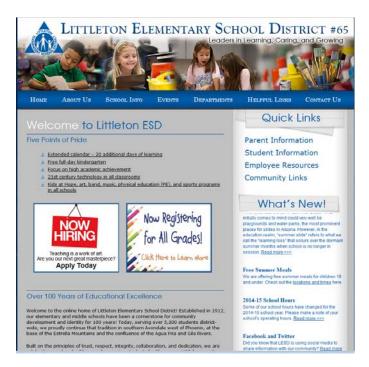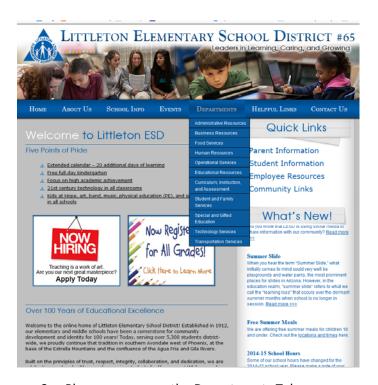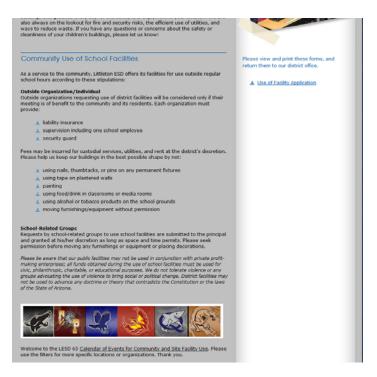# Request login for Use of Facilities
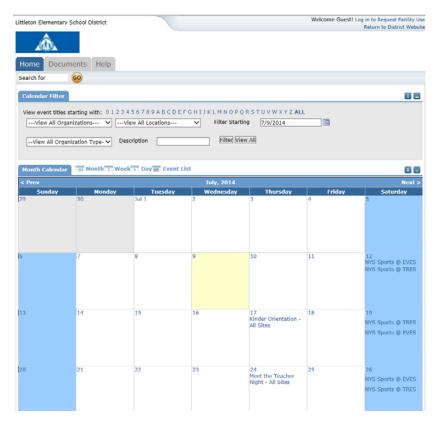

1. Visit our District website: www.littletonaz.org

2. Place cursor over the Departments Tab
3. Click on the Operational Service link

also always on the lookout for fire and security risks, the efficient use of utilities, and ways to reduce waste. If you have any questions or concerns about the safety or cleanliness of your children's buildings, please let us know!

Community Use of School Facilities

As a service to the community, Littleton ESD offers its facilities for use outside regular school hours according to these stipulations:

Outside Organization/Individual
Outside organizations requesting use of district facilities will be considered only if their meeting is of benefit to the community and its residents. Each organization must provide:

- liability insurance
- supervision including one school employee
- security guard

Fees may be incurred for custodial services, utilities, and rent at the district's discretion. Please help us keep our buildings in the best possible shape by not:

- using nails, thumbtacks, or pins on any permanent fixtures
- using tape on plastered walls
- painting
- using food/drink in classrooms or media rooms
- using alcohol or tobacco products on the school grounds
- moving furnishings/equipment without permission

School-Related Groups
Requests by school-related groups to use school facilities are submitted to the principal and granted at his/her discretion as long as space and time permits. Please seek permission before moving any furnishings or equipment or placing decorations.

Please be aware that our public facilities may not be used in conjunction with private profit-making enterprises; all funds obtained during the use of school facilities must be used for civic, philanthropic, charitable, or educational purposes. We do not tolerate violence or any groups advocating the use of violence to bring social or political change. District facilities may not be used to advance any doctrine or theory that contradicts the Constitution or the laws of the State of Arizona.

Welcome to the LESD 65 Calendar of Events for Community and Site Facility Use. Please use the filters for more specific locations or organizations. Thank you.

Please view and print these forms, and return them to our district office.
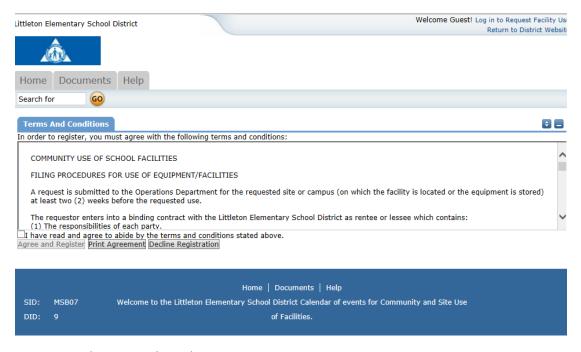
⚓ Use of Facility Application

4. Scroll down to school logo's
5. Click on hyperlink: Calendar of Events for Community and Site Facility use
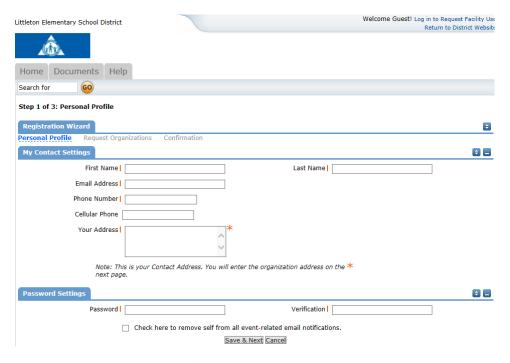6. (You can also find the manual application on this page, on the right side).

7. On the top right side, click on Log in to Request Facility Use

Littleton Elementary School District

Welcome Guest! Log in to Request Facility Use
Return to District Website

| Home | Documents | Help |

Search for **GO**

Login

Don't have an account? Create One.

Email Address [   ]

Password [   ]

Log In Forgot Password?

Home | Documents | Help

SID: MSB07
DID: 9

Welcome to the Littleton Elementary School District Calendar of events for Community and Site Use of Facilities.

8. If you already have an account, you can login from here.
9. If you are a new user, click on Create One

Littleton Elementary School District

Welcome Guest! Log in to Request Facility Use
Return to District Website

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Search for **GO**

Terms And Conditions

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

COMMUNITY USE OF SCHOOL FACILITIES

FILING PROCEDURES FOR USE OF EQUIPMENT/FACILITIES

A request is submitted to the Operations Department for the requested site or campus (on which the facility is located or the equipment is stored) at least two (2) weeks before the requested use.

The requestor enters into a binding contract with the Littleton Elementary School District as rentee or lessee which contains:
(1) The responsibilities of each party.

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

Agree and Register Print Agreement Decline Registration

Home | Documents | Help

SID: MSB07
DID: 9

Welcome to the Littleton Elementary School District Calendar of events for Community and Site Use of Facilities.

10. Read Terms and Conditions
11. Check of the box for I have read and agree to abide by the terms and conditions stated above
12. Click on Agree and Register

Littleton Elementary School District

Welcome Guest! Log in to Request Facility Use
Return to District Website

Home   Documents   Help
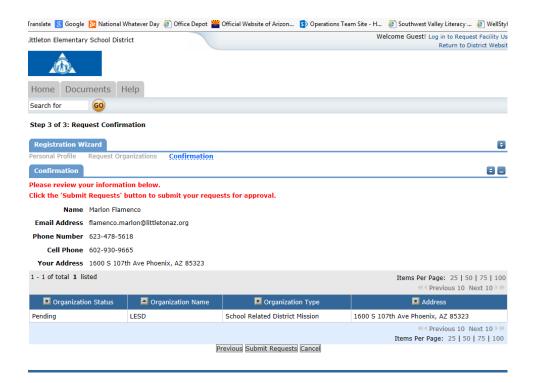
Search for   GO

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.

Save & Next   Cancel

13. Enter your personal information, all areas need to be completed, including a full address.
14. Click on Save & Next

ittleton Elementary School District

Welcome Guest! Log in to Request Facility Use
Return to District Website

Home   Documents   Help

Search for   GO

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile   **Request Organizations**   Confirmation

Request Your Organization

Organization Name |

Organization Type   ---Select 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

15. Enter the Organizations information.
16. Click on Add Organization.
17. Click Save & Next.

Littleton Elementary School District

Welcome Guest! Log in to Request Facility Us
Return to District Websit

| Home | Documents | Help |

Search for [ ] GO

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	Marlon Flamenco
Email Address	flamenco.marlon@littletonaz.org
Phone Number	623-478-5618
Cell Phone	602-930-9665
Your Address	1600 S 107th Ave Phoenix, AZ 85323

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	LESD	School Related District Mission	1600 S 107th Ave Phoenix, AZ 85323

◄◄ ◄ Previous 10 Next 10 ► ►►
Items Per Page: 25 | 50 | 75 | 100

Previous Submit Requests Cancel

18. Verify that all the information is correct.
19. Click on Submit Requests.

Littleton Elementary School District

Welcome Guest! Log in to Request Facility Use
Return to District Website

| Home | Documents | Help |

Search for [ ] GO

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile   Request Organizations   **Confirmation**

Confirmation

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

If you have any questions, contact Marlon Flamenco at 623-478-5618 or flamenco.marlon@littletonaz.org.

20. Your request will go to the Operations Resources office pending approval.