

FACILITIES USE REQUESTS

Please note that we have recently changed software programs for scheduling use of our facilities. We are now using a program called ML Schedules. Please take a few minutes to review the following information, and associated links, to guide you through the process. Should have any questions please contact Marie Lofe at 610-347-0970 ext. 3304 or mlofe@ucfsd.net

- If you are a UCFSD employee:
 - Please use your campus login to access the system.
 - Review the instructional video for submitting a request
 - Submit your request
 - You will receive an email when your request has been acted upon
- If you are a community user who was previously registered through School Dude:
 - Please use the same login information that was used for School Dude
 - Review the instructional video for submitting a request
 - Review our Facilities Use Policy (#707) and Fee Schedule
 - Submit your request
 - You will receive an email when your request has been acted upon
- If you are a community user who had not previously registered:
 - Please review the video for registering to become a user
 - Submit your registration request (you will then have to wait to be approved)
 - Review the instructional video for submitting a request
 - Review our Facilities Use Policy (#707) and Fee Schedule
 - Submit your request
 - You will receive an email when your request has been acted upon

Links

[Quick Start Guide](#)

<https://player.vimeo.com/video/185005479> (New user registration)

Policy 707

Facility Use Fee Schedule