



Process for Field and Facility Requests at LTUSD:

- Request an account to use our online reservation system. Navigational information is provided below.
 - Go to <https://www.ltusd.org/>
 - Go to Community Link
 - Proceed to the Field & Facilities: **EvM** Online Reservations
- For new accounts, fill out the **Get Started** account request form and submit. You will receive an email with a link to verify email and set up a password. (Please check your spam or junk folder if not found in your inbox) If you already have a user account, proceed to sign in.
- Visit the **My Profile** tab > **My Organizations** tab to request to be added to your affiliated organization or to create a new affiliated organization. Your request will need to be approved by the administrator. **If your organization has utilized our fields and facilities in the last year, we have added it to the new system.** Type in the name of your organization in the **Request to Join an Organization** tab and submit for approval. You will receive an email when your request to join the organization is approved.
- Please only create a New Organization request if your organization has not utilized our facilities in the last year. Needed information below.

Information needed to create a New Organization

- Organization Name
 - Description of the organization
 - Mailing address
 - Financial Info - Please see below
 - Insurance information
- Once the administrator has approved your request, you will be able to submit an event request.

**** Field and Facility booking dates are released four months in advance to ensure school sites have adequate time to schedule internal events into the reservation system.**

Creating an Event

Please note: All internal school events take priority over any outside requests or use.

- Log in and proceed to the **Create an Event** tab
- Select the organization, provide an event name and a brief summary of the event.
- When selecting a location, type in the name of the school in the search area or use the drop down to search the location.
- Location set up notes should include any tables, chairs or needs for the event. The administrator will approve any set up requests. Please note there will be an added charge for custodial set up as well as clean up. You can also add none or N/A if not needed. The number of attendees is a required field.

- Choose your date of event or create a weekly event by providing the required information. Click on the pencil to edit any of the dates, or to add non consecutive dates. You may also edit the times in this area. If any dates overlap with an existing reservation, school holidays and breaks or times outside of use, you will not be able to proceed with your request until amended.
- Please provide complete contact information. This will allow the administrator to contact you if needed.
- You will not be able to create an event if your organization has not provided current insurance information. Select **Use Organizations Insurance Info.**
- In the **Task** area, this is where you will request **Event Set Up, Event Break Down, Field Lights and Field Prep.** Custodial services will be added by the Field and Facilities coordinator based on the event and cleaning requirements. Custodial charges will be added if needed. **Please note : Task Priority, Assignment, Due Date and Reminder will be added by the Fields and Facilities Coordinator. See fee schedules for all related charges.**
- The billing address should be for the user requesting the reservation. We do not bill the organization directly, we invoice the requestor. All invoices are due 30 days before the first date of the scheduled event. If the request is made within these 30 days then the invoice is due upon receipt.
- Agree to the Terms and Conditions and submit.

Process for Approvals

- The school site approver will receive the request and verify the availability of the location. Once it is approved it will then be reviewed by the Fields and Facilities Coordinator for district approval. If denied due to unavailability, the requestor will receive an email with the reasoning and the ability to amend the dates, times or location for resubmission.
- The school site approver will have 5 business days to approve or deny each request. The overall approval process will be completed within 14 days. No request will be approved more than 3 months in advance unless authorized at the District level.
- Once approved by the school site approver and the Fields and Facilities Coordinator, an email generated by the system will be sent to the requestor with the status of the request. If approved the requestor will also receive an invoice by email.
- The Fields and Facilities Coordinator will be reviewing all requests regardless of internal or external events.