



Facility Request Directions and Information

New information for 23/24 requests:

New: Time slot change

All time slots must be booked ON THE HOUR.
Time slots should NOT be booked in .25 or .5 increments (ex. 4:15 pm, 6:30 pm)
 Slots available are: 4-5 pm, 5-6 pm, 6-7 pm, 7-8 pm, 8-9 pm

*****Requests not booked on the hour will be denied*****

How To Request Use Of ADM Facilities:

The following three-step process will be used for those wishing to use the facilities of the ADM Community School District. Please review the guidelines in step one prior to submitting a request to use district facilities. All users of district facilities are responsible for the information in the guidelines document linked below.

- [Step 1: Read The Facility Use Guidelines](#)
- [Step 2: Request a Facility Rental \(see instructions below\)](#)
 1. Click "Become a Requestor" button
 2. Complete the Facilities Requester Registration Form: (see below)

Organizations	Individuals
If you are an Organization (TAC, ADM Booster Club, Adel Parks & Rec., etc.): • Under <i>Your Organization Name & Info</i>, enter your Organization Name and Organization info. • Under <i>Contact Person - Your Name</i>, enter the point of contact's name and information for your	If you are an Individual (parent, coach, team leader, etc.): • Under <i>Your Organization Name & Info</i>, enter Your Name and Your info. • Under <i>Contact Person - Your Name</i>, again enter your name and information.

organization. This should be the single point of contact who creates and manages your organization's requests. An organization should only have one active account managed by a single point of contact. When making facility requests, enter in the event detail in the "Activity Name" area. IE. Rec Basketball, Dance Recital, TAC 4th Grade, etc.	When making facility requests, enter in the event detail in the "Activity Name" area. IE. 1st Grade Baseball, ADM Tiger's 12U Practice, Rec Basketball, etc. Individuals should not create a new requester account for different team practices or events they are scheduling.
To view Organization Classification criteria, Read The Facility Use Guidelines.	To view Individual Classification criteria, Read The Facility Use Guidelines.

- [Step 3: Pay For Rental \(If A Fee Is Required\) Via RevTrak](#)

Thank you for your support of ADM School. Please contact Dana Brown, ADM Activities Administrative Assistant at dana.brown@admschools.org or 515-993-4819 with all questions.

Sincerely,

Rod Wiebers

ADM Activities Director