

Below you will find directions on how to make a facility request. Anyone with a school email address can put in a request to reserve space. Please feel free to call or email me with any concerns, questions or helpful hints at 847-604-7438, mmercercer@lfschools.net. I hope this will help to expedite the process for all, and in the meantime help us to go a little more **green** and save some paper!

Go to **D67** Website

D67

Click on the STAFF tab at top, then click on Facility Request from the left navigational box. You will be able to make a request from there.

D67

Choose either “**Normal**” (you can enter up to 20 dates) or ”**Recurring**”. If you choose “Recurring,” PLEASE make sure that none of the dates fall on a school holiday, as it will cause a conflict. Only use “Recurring” when you are **sure** there is no conflict with your dates, i.e. school holiday, break, etc.

Please fill in all **red** checked areas **ONLY**. PLEASE DO NOT CLICK ON “AREA” ABOVE “LOCATION,” as it will limit listed rooms. When you get to “Rooms,” click on the small binoculars and choose a room.

If you have **Custodial** (room set up, COFFEE, etc.), **IT** (provide **SPECIFIC equipment needs**), or **Food Service** (catering only) needs, please click on those boxes, and type in **exactly** what you need.

Please make sure you enter the number of people attending in the appropriate box .

Continue filling in **red** checked areas until you get to the bottom, where you will use “**password**” for your password.

Click on Save, and you are done!

Please go back to “Normal Schedule” to put in ANOTHER REQUEST. The request will route to me to approve, and after schedule is activated, you will receive an automatic email with all of the schedule info. If it’s denied because of a conflict, you will also receive an email.

Thank you all for your patience, and once again, feel free to contact me!!!

Mary Mercer