

Manchester Essex Regional School District

36 Lincoln Street, Manchester-by-the-Sea, MA 01944

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School Space Reservation

Dear Facility Requester;

We are introducing a new way of requesting space in the Manchester Essex Regional School District. A link has been established on the School District's website [mersd.org] under the quick links. It is labeled "School Space Reservation". This link will enable you to request space.

Please plan on a two-week time frame for the approval process.

***If you are a new user and have not been set up in this system, you must call the Business Office and speak with Diane Coons**

The following instructions will help with your request. If you have any questions, please contact Diane Coons @ coonsd@mersd.org or (978) 526-4919 x 1007

- Go to the [MERSD SPACE REQUEST LOGIN PAGE](#)
- You will enter your e-mail address and the program will recognize you as new and will ask you for your last name. Type your last name in the box. Password is "new user" product is FS Direct.
- This will bring you to a page asking for your first, last name, e-mail address, phone number, and cell phone number. Enter all this information and hit submit.
- This will bring you to a page showing you three different schedule types, under the schedule tab. You will choose the appropriate schedule type by placing your cursor over the picture and click on it. The easiest type to use is the Normal schedule.
- This will bring you to the scheduling page. You will notice that the "booked by" information has been filled in with your information. You will need to fill in the information in order for the schedule to be sent for approval:

You will need to enter all the **required red check sections**

A. Event Title, Event Description

B. Area Location you wish to use, by clicking on the down arrow

C. Select the appropriate room [s] by clicking on the room[s] listed in the box. Once you click on that box. Select the event date [s] by clicking on the day in the calendar to the right of the box or you can type it in yourself inside the box. You will notice another gray box underneath the calendar section. If you click on that box, this program will now check to see if the space is available. You will see the legend at the top of the window and underneath a schedule by hours with a day and date next to it. In the space below the day and date will be any indicators letting you know if the space has a conflict. Once you are finished checking you may close that window.

D. Select the time of the function by clicking the down arrow next to each segment after the start time and end time **make sure the appropriate "a.m. or p.m." Also fill in the appropriate time [if any] for set up and breakdown of event if needed. Fill in the Organization Information in the organization section. If your organization is not listed, please type in your information.

E. Select a contact name by clicking on the down arrow or fill in your information if you are not listed.

F. Remember all areas with **red checks** are mandatory and need to be completed.

G. Then click in the box to add the organization address

H. As a non school group, we need you to fill in your organizations liability insurance information. If you do not have that information, you need to contact someone in your organization that has that information and have them give you that information. We require a copy of your liability insurance certificate to be on file in the business office at Manchester Essex Regional School District.

Under set up requirement:

I. You may check off if you need any of the listed items. There is a space next to each for any notes that you need to make. Please be aware that if you require any of these items, a custodian will automatically be assigned to your group and you will be charged an hourly rate.

J. Fill in the number of people attending. If you know the breakdown between the number of adults and children then please fill that in. If you need extra chairs, again be aware that it will require a custodian to be assigned to your function and you will be charged.

K. Type in the password. The password is: **mersd**

L. When you have completed the above steps press the submit tab

M. When entering another schedule do not hit the reset this will cause all the information to be voided. To enter another schedule, go out to "New Schedule" and choose your type of schedule.

- Your information will be saved for future use.

The information you entered will be routed through the approval process. Once your request has been approved initially by the school you will be notified by e-mail; you will then receive a second notification of approval from the business office and that notification becomes your permit. If you experience any difficulty with this process, please contact me @ coonsd@mersd.org or 978-526-4919 x 1007.

The Rules and Regulations and Fee Schedule are located at the top of this page. You will be invoiced separately for any fees.

If you have any questions, please contact me.

Thank you
Diane D. Coons
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(978) 526-4919 x 1007
Building Use Coordinator