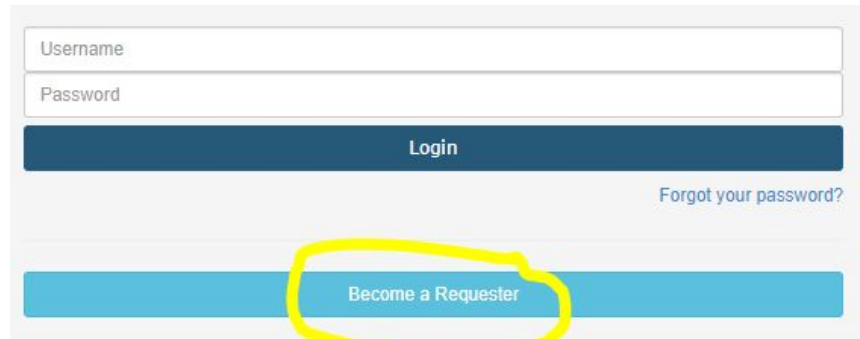


Facilities Request System Room Reservation/Event Request

1. In order to reserve rooms or schedule an event, please click [here](#).



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2. On the right side, click the “Become a Requester” button shown in the picture above.
3. Complete the Waupun Area School District Facilities Requester Registration Form
4. Click “Save & Continue to Request Screen”
5. Complete the required fields for the request. *Note* If you have specific requests for the custodians or will need additional equipment/props in the room, please enter those requests in the “set-up notes” section.
6. Once approved, your request will be put into the calendar. If denied, you will be notified with a reason why.

If you are already an approved requester, please log in using your username/password.

Click [here](#) to view the calendar of current events/room requests for the Waupun Area School District.

If you have any questions, please contact either Steve Lenz or myself using the contact info below. Thank you!

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