

North Kingstown School Department

Instructions for Completing a Building Use Application

1. Visit NKSD.net, select DEPARTMENTS, and from the drop-down menu select PLANTS AND GROUNDS.
 - a. Select [Building Use Request Form](#)
2. If you are not a Requester, then please select the BECOME A REQUESTER button, otherwise, you can skip to step 4.
3. Please fill out all sections of this form. It sets you up as a user in our system.
 - a. At the bottom of this screen on the right hand side, there is an option to continue on to the Request Screen
 - b. Here is a video tutorial if you need assistance: [Click Here for a Video Tutorial](#)
4. Select Your Date and Time
 - a. Once selected, click next at the bottom of the screen.
5. Choose...
 - a. Type - This is the type of location you need. Examples (Softball Field, Middle School Gym, Cafeteria)
 - b. Building - This is the location (Davisville Middle, Fishing Cove Elementary, etc.)
 - c. Type & Building - Combination of the above
 - d. Once selected, click next at the bottom of the screen.
6. A list of all available locations will populate, please select all that apply to your reservation.
 - a. Once selected, click next at the bottom of the screen.
7. Event Details Page
 - a. Event Name - Please Name your Event (ie: meeting, practice, etc)
 - b. Group Size - What is your attendance for this meeting?
 - c. Setup Notes - You'll need to give us details on any setup needed before the event.
 - d. This is where you would attach any of the below forms that may apply to your usage:
 - i. [High School Auditorium Technical Request Form](#)
 - ii. Game Supervisors Certification
 - iii. Acknowledgement of [Stadium Policy](#)
8. Other Information Request
 - a. Please fill out all fields that are marked with a red asterisk.
 - b. If you answer YES to the first question in Section 2, 3, or 4, then you must answer all additional questions in that section.
 - c. If you answer NO to the first question in Section 2, 3, or 4, then you may skip to section 5.
 - i. Please note, any reservations that are over 49 people will require Fire Dept approval. We will email the Fire Dept and your application will be pending until they send us an approval.
9. Confirmation & Submit Request
 - a. Please take a moment to review your reservation. You have an additional opportunity to add attachments at this time.
 - b. Once you have reviewed this, you can submit your application.
10. Our staff will review the application and you will hear from someone shortly.