

AITKIN PUBLIC SCHOOLS – ONLINE FACILITY REQUEST DIRECTIONS
BECOME A FACILITIES REQUESTER AND/OR BOOK FACILITIES

Go To: [Isd1.org](http://isd1.org) Website

In the ISD1 Quick Links on the website page, click on [Facility use Request](#)

[Facility Request](#)

[Become a Requester](#)

Fill out Facilities Requester Registration Form as complete as possible

For the PIN # choose a number of your choice, preferably a 4 digit #

Desired Login Username and Password

Type the characters you can see in the image window, Submit Registration Form

NEXT PAGE:

Name of your activity:

Requested Bookings: Add Date/Times

Pick Dates and Times by clicking on the date and putting in the time. SAVE AND CONTINUE

On the next page #2, you can click on the Set up Time, Tear Down Time, Location, and Attendance and Book your place of choice. These are all highlighted in Blue.

When you click on Location:

1st Choose your building: Aitkin HS or Rippleside, Then choose your Location Type: (Room)

Scroll down and Check the room/s you are requesting, scroll down and SAVE AND CONTINUE

Select Attendance. Put in your number of people attending, SAVE AND CONTINUE

Go to #3, request your equipment, special needs and any notes for us that you need where you can be as specific as possible

SUBMIT AND EXIT - You should receive a THANKYOU!

NOTE: ALL SCHOOL ACTIVITIES AND COMMUNITY EDUCATION EVENTS HAVE PRIORITY. ALL OTHER REQUESTS ARE SECONDARY.

WE ARE LIMITING THE REQUEST MAX TO 3 MONTHS OF REQUESTS PER REQUEST. ANY REQUEST PAST 3 MONTHS WILL BE PUT ON HOLD UNTIL THE 3 MONTH LIMIT IS LIFTED.

IF YOU HAVE QUESTIONS ,PLEASE CALL JIM BRIGHT: 218-927-7107, EMAIL: jbright@isd1.org OR MARY AULIE: 218-927-7106, maulie@isd1.org.