

ADM Families,

ADM is preparing to open facilities for reservation and use by the community. Please review the following information about making facility reservations for your outside group.

**When The System Will Open:**

The ADM Facility Request System will open to receive public requests on **Wednesday, September 15th at 8:00AM**. This system is used when outside individuals or organizations would like to request the use of ADM facilities.

- **Please Note:** The first date that facilities will be allowed for public use will be **Monday, October 4th 2021**. Any requests for use prior to Monday, October 4th will be denied.

**New information for 21/22 requests:**

The facilities requestor system has been updated, so ALL organizations and individuals will need to create new accounts in order to submit requests. **Please create your new account now so you are ready to submit requests on 9/15.**

<p style="text-align: center;"><b>New: Time slot change</b></p> <p style="text-align: center;"><b>All time slots must be booked ON THE HOUR.</b> <b>Time slots should NOT be booked in .25 or .5 increments (ex. 4:15 pm, 6:30 pm)</b> Slots available are: 4-5 pm, 5-6 pm, 6-7 pm, 7-8 pm, 8-9 pm</p> <p style="text-align: center;"><b>Requests not booked on the hour will be denied.</b></p>
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**How To Request Use Of ADM Facilities:**

The following three-step process will be used for those wishing to use the facilities of the ADM Community School District. Please review the guidelines in step one prior to submitting a request to use district facilities. All users of district facilities are responsible for the information in the guidelines document linked below.

- [Step 1: Read The Facility Use Guidelines](#)
- [Step 2: Request a Facility Rental \(see instructions below\)](#)
  1. Click “Become a Requestor” button
  2. Complete the Facilities Requester Registration Form: (see below)

<b>Organizations</b>	<b>Individuals</b>
<u>If you are <b>an Organization</b> (TAC, ADM Booster Club, Adel Parks &amp; Rec., etc.):</u>	<u>If you are <b>an Individual</b> (parent, coach, team leader, etc.):</u>

<ul style="list-style-type: none"> <li>• Under <i>Your Organization Name &amp; Info</i>, enter your <b>Organization Name and Organization info</b>.</li> <li>• Under <i>Contact Person - Your Name</i>, enter the point of contact's name and information for your organization. This should be the <b>single point of contact</b> who creates and manages your organization's requests.</li> </ul> <p>An organization should only have <b>one active account managed by a single point of contact</b>.</p> <p>When making facility requests, enter in the event detail in the "Activity Name" area. IE. Rec Basketball, Dance Recital, TAC 4th Grade, etc.</p>	<ul style="list-style-type: none"> <li>• Under <i>Your Organization Name &amp; Info</i>, enter <b>Your Name and Your info</b>.</li> <li>• Under <i>Contact Person - Your Name</i>, again enter your name and information.</li> </ul> <p>When making facility requests, enter in the event detail in the "Activity Name" area. IE. 1st Grade Baseball, ADM Tiger's 12U Practice, Rec Basketball, etc.</p> <p>Individuals <b>should not</b> create a new requester account for different team practices or events they are scheduling.</p>
<p><b>To view Organization Classification criteria, <a href="#">Read The Facility Use Guidelines</a>.</b></p>	<p><b>To view Individual Classification criteria, <a href="#">Read The Facility Use Guidelines</a>.</b></p>

- [Step 3: Pay For Rental \(If A Fee Is Required\) Via RevTrak](#)

Thank you for your support of ADM School. Please contact Dana Brown, ADM Activities Administrative Assistant at [dana.brown@admschools.org](mailto:dana.brown@admschools.org) or 515-993-4819 with all questions.

Sincerely,

Rod Wiebers

ADM Activities Director