**Schedule Requests in FMX – Facility Use**

From the **Quick Links** menu on the district website (www.hask12.org) choose **Staff Resources.**

## Staff Resources

Clever
Destiny Library System
Discovery Education
e-Funds / Office
easyCBM Staff
Employee Benefits/Navigator
Email for Holly (Gmail)
External Sub Frontline Login
Facility Use
Foxbright Login
Frontline Consortium
HAS Atlas
HMS Leader in Me
i-Ready Login
Illuminate DnA
Literacy Footprints - Digital Reader
Maintenance Request
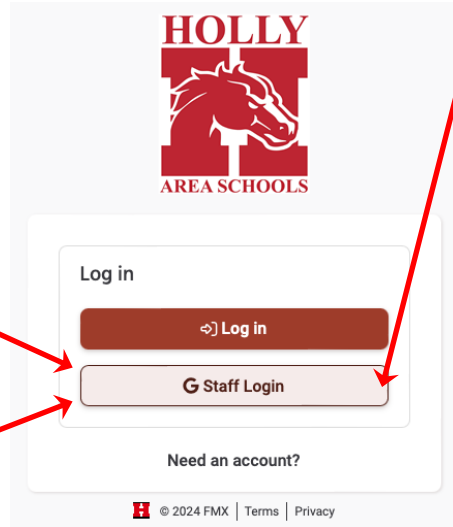
Choose **Staff Login**

You will be prompted to walk through logging in using your email and email password. You will be prompted for Oakland Schools login and Duo. (You may not see this if you have already gone through these options to access your email today.)
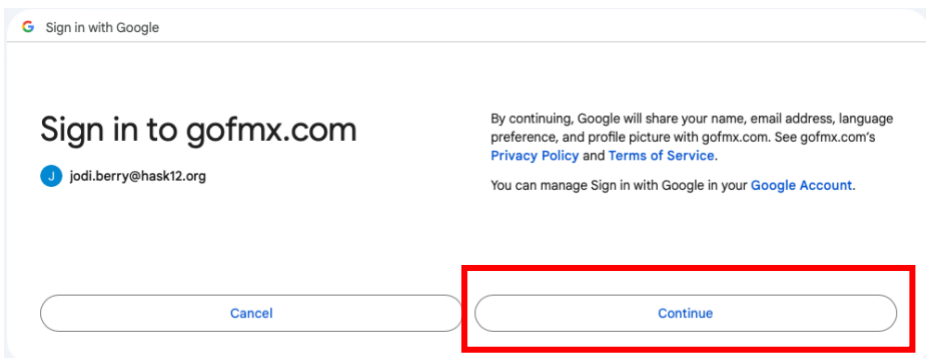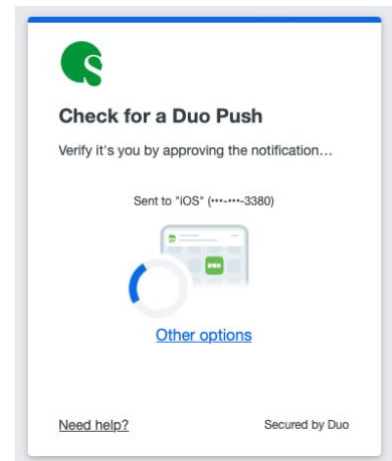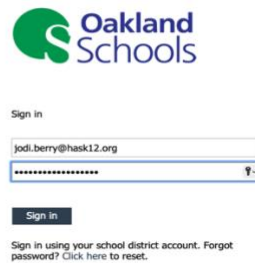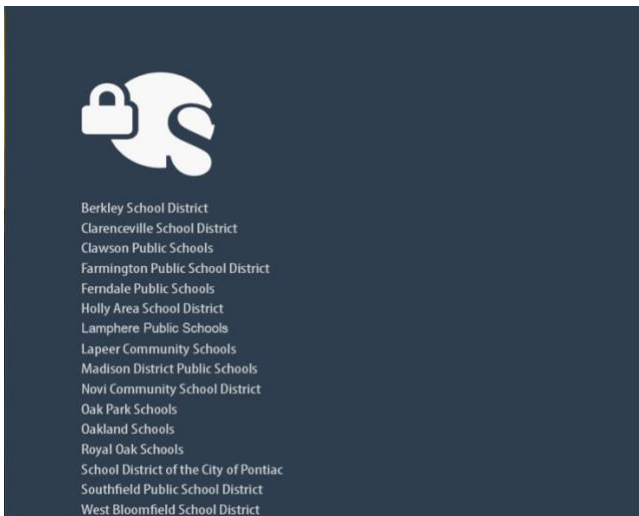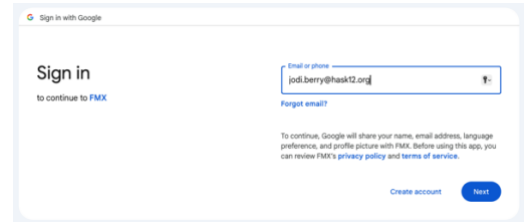
Click the **New Request** button at the top of the screen and choose **Schedule Request.**

Or you can choose **Schedule Request** in the left column and then choose **New Request** and it will automatically open the window for a new schedule request.

New Schedule Request

Request

Blank Entry Form example with all of the fields

* Request type [▼]

* Event name [   ]

* Buildings [▼]

Resource types [▼]

* Resources [▼]

* Starts [7/18/2024   📅]

☐ All day

* From [10:00am   ]

* To [11:00am   ]

* Repeats [Never   ▼]

Setup time [▼]

Teardown time [▼]

On behalf of [▼]

* Event Description
[   ]

A Formatting guide   👁 Show preview

Misc. Attachments [   ] 📎

Upcoming reminder [   ] day(s) before an event's start date.

Followers [▼]

☐ Make private   **Submit**   **Back**

Field specific notes are listed below.

HAS Employees will usually choose **Internal Event**
(Exceptions may exist if fees are involved)

Athletic Community Event
Athletic Event
Community Event
Internal Event
rSchool Athletic Event

Request

| * Request type | | ▾ |

Request

* Request type		▾
* Event name	
* Buildings		▾
Resource types		▾
* Resources		▾

For the Request Type, if you choose something here, then it will narrow down the 'Resources' available to choose.

If you leave it blank, then you get the full list of resources (spaces available in the building.

Resource types		▾
* Resources		▲
	Main Office Conference Room	

Resource types [Conference Room ×] ▾

| Resource types | | ▾ |
| * Resources | | ▲ |

* Starts

* From

* To

* Repeats | Never

404
A101
A102
A103
A104
A105
A106
A107
A108

Request

* Request type		▾
* Event name	
* Buildings		▾
Resource types		▾
* Resources		▾
* Starts	7/18/2024	📅
	☐ All day	
* From	10:00am	
* To	11:00am	
* Repeats	Never	▾
Setup time		▾
Teardown time		▾

Never
Daily
Weekly
Monthly
Yearly
Custom

5 minutes
10 minutes
15 minutes
30 minutes
45 minutes
1 hour
1 hour, 15 minutes
1 hour, 30 minutes
1 hour, 45 minutes

New Schedule Request

Requests > New Schedule Request

Request

✱ Request type	Internal Event ▾
✱ Event name	Skyward User Group Meeting (test schedule)
✱ Building	Holly High School ▾
Resource types	▾
✱ Resources	Main Office Conference Room ✕ ▾
✱ Starts	7/22/2024 📅
	☐ All day
✱ From	9:00am
✱ To	10:00am
✱ Repeats	Never ▾
Setup time	10 minutes ▾
Teardown time	10 minutes ▾
✱ Number of Attendees	30

Please select below if you will need any of the following services:

Custodial	☐
IT/Technology	☐
Kitchen	☐
Parking	☐
Snow Removal	☐
Other Needs	☐
✱ Event Description	Hosting user group meeting for Oakland County
Misc. Attachments	📎

PLEASE ALLOW FIFTEEN (15) DAYS FOR PROCESSING
DO NOT ATTEMPT TO USE FACILITIES WITHOUT AN APPROVED CONFIRMATION

I do hereby certify, in representation of the above-named group, that I have read and will observe all procedures, guidelines and restrictions in the Holly Area Schools Use of Facilities Regulations. I understand that, by law and Board policy, alcohol and controlled substances are forbidden on school premises and smoking is not allowed in the buildings or on the grounds and that abuse of this will cause eviction and loss of facility use. **I further understand that I am responsible for any damage that can be attributed to my/our use.** I agree and abide by these conditions. I understand I am responsible for providing proof of insurance one week prior to the event.

To the fullest extent permitted by law, the user agrees to defend, pay in behalf of, and hold harmless the Holly Area Schools, 920 Baird Street, Holly, Michigan, 48442, its elected and appointed officials, employees, volunteers and others working in behalf of the Holly Area School District against any and all claims, demands, suits, losses, attorney fees, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Holly Area School District, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the facility use described above.

✱ I agree to the above terms	☑
Upcoming reminder	☐ day(s) before an event's start date.

☑ Make private **Submit** Back

Click **Submit** at the bottom of the screen when finished.

When you submit your request, it will bring you back to the list of all approved events. There are a few options available after you submit your request. The option item examples are listed below.

You will also receive an email once you submit your request. Below is an example.

Hello Jodi Berry,

Your schedule request "2743967 - Skyward User Group Meeting (test schedule)" was received. We will follow up with a confirmation email when your request is acknowledged.

Schedule request details

Request type	Internal Event
Event name	2743967 - Skyward User Group Meeting (test schedule)
Buildings	Holly High School
Resources	Main Office Conference Room
Event time	Mon, Jul 22, 2024, 9:00am - 10:00am
Reservation time	Mon, Jul 22, 2024, 8:50am - 10:10am
Setup time	0h 10m
Teardown time	0h 10m
Number of Attendees	30
Event Description	Hosting user group meeting for Oakland County

View request

When logged into FMX, you will have an option **My Logs**. This area will show you all of your requests for the **Maintenance** and **Schedule** areas.