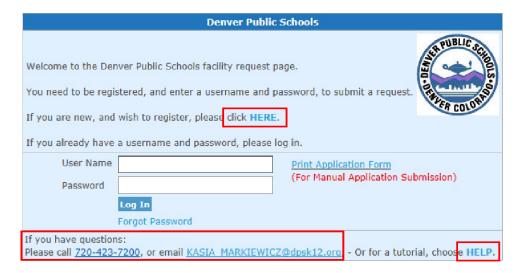# DPS Public Facility Requests

Denver Public Schools (DPS) provides a public web site for the submission of facility use requests. The web site is available by going to the following web address:

schedulefm.com/DPS/Request

This will take you to the login page, through which you can sign up for an account, or log in to submit one or more facility use requests.

If you are new, and do not yet have an account with DPS, please choose the "click HERE" link. If you forgot your login information, choose Forgot Password. If you have questions, please call the phone number at the bottom, or select the HELP link.
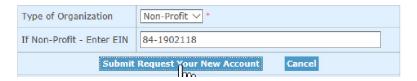

New Account Requests

If you do not have a username and password, you can request an account for a new organization, or add yourself to an existing organization.
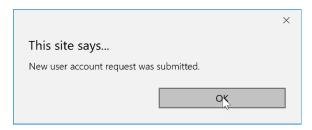
From the Login page, choosing "click HERE" will open a new account request form to complete, with required fields identified with an asterisk (*).

If you wish your organization to be designated as "non-profit", then you must enter a federal Employer Identification Number (EIN).

Choosing the "Submit Request Your New Account" button.

Entering the name of an existing organization will provide you the option to add yourself as a contact for that organization.

Entering duplicate first and last name, or phone number will provide the option to request the update of an existing contact account.

Entering duplicate username or email address will direct you to the Forgot Password window so that you can request that information and log in. Once you are logged into the request form you will have the opportunity to request an update of your name, or username and/or password.

Application Guidelines

Whether you request a new account, or log in with an existing username and password, the Application Guidelines is next presented.

Please read the guidelines through to the bottom, then accept the terms to proceed.

Application Guidelines

This page contains details on the application process, with a sample certificate of insurance. Once you have read the contents of the page, check the box at the bottom and choose Proceed

☑ I have read the Application Guidelines.

Proceed

Completing Facility Request Form

The facility request form is then presented. Whether you have requested a new account, or already had an account and just logged into the form, the required fields are the following:

- Date and times, including Single Date

2.	Enter Date and Time (Required)	● Single Date ○ Reoccurring Dates ○ Random Dates
		Event Date 08/30/2018
		Start Time 03 : 00 PM ∨ End Time 05 : 00 PM ∨

Reoccurring Dates

2.	Enter Date and Time (Required)	○ Single Date ● Reoccurring Dates ○ Random Dates
		Start Date 09/01/2018
		End Date 11/24/2018
		Start Time 03 : 00 PM ∨ End Time 05 : 00 PM ∨
		☐Mon ☐Tue ☐Wed ☐Thu ☐Fri ☑Sat ☐Sun

and Random Dates

2.	Enter Date and Time (Required)	○ Single Date ○ Reoccurring Dates ● Random Dates
		Event Date **Start Time** **End Time**
		10/19/2018 03 : 00 PM ∨ 06 : 00 PM ∨
		11/07/2018 02 : 00 PM ∨ 07 : 30 PM ∨
		Add Another Date

- First school and room/field type selections

3.	Select School / Room Type (1st School Preference Required) (Room or Ball Field Type Required) (2nd School Preference Optional)	1st School Preference	Asbury-ES
		Room (or Ball Field) Type	Cafeteria
		2nd School Preference	Remington-ES

- Additional information (number of attendees and any fees collected)

4.	Additional Information (Required)	Estimated number of YOUTH participants: 10
		Estimated number of ADULT participants: 4
		TOTAL estimated number of participants including spectators: 25
		Is event open to the public? Yes ☑ No ☐
		Will you receive registration fees ☐, dues ☐, or other donations ☐? --- No ☑

- Purpose of use. (A brief title for your event)

5.	Purpose of Use (Required - Short event title)	This is What This Event is About

You also have the option to enter information for a person that should be billed for additional charges.

Person to be billed for any additional charges, if it not you.

Enter First Name	Enter Last Name
Enter Address1	
Enter Address2	
Enter City	Select State
Enter Zip	Enter Phone

Also optional is entry in the Notes area to provide information about the purpose of your event, whether you need tables and chairs set up a specific way, and/or special needs that you may have.

6.	Enter Notes and Special Instructions	Enter in the notes area any special needs you have for your event, along with setup/layout information, need for chairs and tables, and any other events-specific conditions.
	- Special needs or requirements.	
	- Need for multiple rooms or ballfields	
	A certificate of insurance is required with your application.	
	Click HERE to send an email and to attach supplemental files.	

Choose Submit Request to complete the form.

A confirmation page is presented, through which you can review the information you entered, go back to edit that information or submit the request.

Choosing Submit will complete the request.

Please verify the data, then choose the Submit button at the bottom of the window.	Sign Out
Your Contact Information	David Carothers - 222-333-1111 - dcarothers@bugs.com
Your Organization'S Information	Bugs and Company Inc.
Date / Time	6:00pm to 8:00pm On **8/30/2018**.
School / Room Type	Asbury-ES - Cafeteria
School Preference 2	Barrett-ES
Number of Youth Participants	10
Number of Adults Participants	2
Total Number Participants	25
Is event open to Public?	Yes
Receive Registration Fees	No
Receive Dues	No
Receive Donations	No
Purpose of Use	Hop Scotch Club Meeting
Notes	We will be hopscotching for an hour and meeting for another hour.
The status of your request will be "Pending Review" once submitted.	
Edit This Request	Submit

A final confirmation page is presented, through which you can go "Back to Request Form", Email a copy of the request to yourself, or Sign Out.

Thank you - Request number 107709 was submitted on 08/19/2018 at 02:08 PM	Sign Out
Your Contact Information	David Carothers - 222-333-1111 - dcarothers@bugs.com
Your Organization'S Information	Bugs and Company Inc.
Date / Time	6:00pm to 8:00pm On **8/30/2018**.
School / Room Type	Asbury-ES - Cafeteria
School Preference 2	Barrett-ES
Number of Youth Participants	10
Number of Adults Participants	2
Total Number Participants	25
Is event open to Public?	Yes
Receive Registration Fees	No
Receive Dues	No
Receive Donations	No
Purpose of Use	Hop Scotch Club Meeting
Notes	We will be hopscotching for an hour and meeting for another hour.
The status of your request will be "Pending Review" once submitted.	
Back To Request Form	Email Receipt to Yourself

You will receive an email from the DPS Community Use folks that either confirms or denies your request in the near future.

Summary:

The DPS public request form provides you with the ability to submit requests for facility use through a web site. New users can request an account, with established users logging into the form. Both are able to submit one or more requests for facility use through the form.

Technical Support:

If you have any questions about submitting a request, or about the facility request form, please call 720-423-4200. Technical support is also available from GraphicVision by emailing techsupport@graphicvision.com, or calling 303-424-0626 during regular business hours (MST).