

TPS Public Facility Requests

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

schedulefm.com/TPS/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 TPS, 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. If you belong to an existing organization, you can select it from the list

Selecting an existing organization will backfill some of the information fields.

You have the option of selecting an existing Organization, entering a new one, or leaving Organization blank if you are applying as an individual.

If you belong to a Organization, please select it from the list - Bag Bros. Entertainment LLC ▾

Title	Select ▾ *
First Name	<input type="text"/> *
Last Name	<input type="text"/> *
Organization	Bag Bros. Entertainment LLC *
User Name	<input type="text"/> *
Password	<input type="password"/> *
Address 1	644 Whitlock Ave. *
Address 2	NA
City	Toledo *
State	Ohio ▾ *
Zip	43605 *

You will then need to complete the remaining information, with the areas with an asterisk (*) next to them being required.

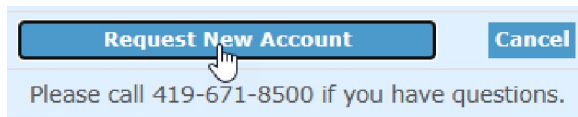
or leaving Organization blank if you are applying as an individual.

If you belong to a Organization, please select it from the list - Bag Bros. Entertainment LLC ▾

Title	Mr. ▾ *
First Name	Bob *
Last Name	Bag *
Organization	Bag Bros. Entertainment LLC *
User Name	BobB *
Password	**** *
Address 1	644 Whitlock Ave. *
Address 2	NA
City	Toledo *
State	Ohio ▾ *
Zip	43605 *
Phone Number 1	111-222-3333 *
Phone Number 2	<input type="text"/>
Fax	<input type="text"/>
Email Address	bob@bagbros.com *

If you do not belong to one of the organizations in the list, you will need to include the Organization name in the completed information.

Whether you add yourself to an existing organization, or create a new organization, you must complete all of required information, then choose Request New Account



You will receive a confirmation message,

New user account request was submitted.



and after selecting OK, you will be directed to the request form.

Toledo Facility Use Request		Sign Out
1.	Your Information	Bob Bag Bag Bros. Entertainment LLC 644 Whitlock Ave. - NA Toledo, OH 43605 111-222-3333 bobb@bagbros.com
2.	Enter Date and Time (Required)	<input checked="" type="radio"/> Single Date <input type="radio"/> Recurring Dates <input type="radio"/> Random Dates Event Date: <input type="text"/> <input type="text"/> Start Time: <input type="text"/> 03 : 00 PM <input type="text"/> End Time: <input type="text"/> 04 : 00 PM <input type="text"/>
3.	Select School and/or Room Type (Optional)	School: <input type="text"/> Any <input type="text"/> Room Type: <input type="text"/> Any <input type="text"/>
4.	Attendee Information (Required)	Estimated number of YOUTH participants: <input type="text"/> Estimated number of ADULT participants: <input type="text"/> TOTAL estimated number of participants including spectators: <input type="text"/>
5.	Setup/ Layout Request (Optional) Select Yes to expand this section	Layout Setup: <input type="text"/> No <input type="text"/> Email: <input type="text"/>
6.	Enter Notes and Special Instructions (Required) Please tell us if you want a specific room, or need a room's tables and chairs configured a certain way, or have any other special needs for your event.	<input type="text"/>
7.	Submit Request	<input type="text"/> Submit Request

You do not need to submit a facility request at this time if all you wanted to do is request a new account. If this is the case, you can choose Log Out, or just close your browser tab.

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)	<input checked="" type="radio"/> Single Date <input type="radio"/> Recurring Dates <input type="radio"/> Random Dates Event Date <input type="text" value="02/28/2023"/> Start Time <input type="text" value="06 : 00 PM"/> <input type="text" value="08 : 00 PM"/>
----	--	---

Reoccurring Dates

2.	Enter Date and Time (Required)	<input type="radio"/> Single Date <input checked="" type="radio"/> Recurring Dates <input type="radio"/> Random Dates Start Date <input type="text" value="03/01/2023"/> End Date <input type="text" value="05/31/2023"/> Start Time <input type="text" value="06 : 00 PM"/> <input type="text" value="08 : 00 PM"/> <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
----	--	---

and Random Dates

2.	Enter Date and Time (Required)	<input type="radio"/> Single Date <input type="radio"/> Recurring Dates <input checked="" type="radio"/> Random Dates <table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">Event Date</th> <th style="text-align: left;">Start Time</th> <th style="text-align: left;">End Time</th> </tr> <tr> <td><input type="text" value="02/28/2023"/> </td> <td><input type="text" value="06 : 00 PM"/></td> <td><input type="text" value="08 : 00 PM"/></td> </tr> <tr> <td><input type="text" value="03/08/2023"/> </td> <td><input type="text" value="06 : 00 PM"/></td> <td><input type="text" value="08 : 00 PM"/></td> </tr> </table> <input type="button" value="Add Another Date"/>	Event Date	Start Time	End Time	<input type="text" value="02/28/2023"/>	<input type="text" value="06 : 00 PM"/>	<input type="text" value="08 : 00 PM"/>	<input type="text" value="03/08/2023"/>	<input type="text" value="06 : 00 PM"/>	<input type="text" value="08 : 00 PM"/>
Event Date	Start Time	End Time									
<input type="text" value="02/28/2023"/>	<input type="text" value="06 : 00 PM"/>	<input type="text" value="08 : 00 PM"/>									
<input type="text" value="03/08/2023"/>	<input type="text" value="06 : 00 PM"/>	<input type="text" value="08 : 00 PM"/>									

- Preferred School and room/field type selection.

3.	Select School and/or Room Type (Optional)	School <input type="text" value="Rogers High Sch"/> <input type="text" value="v"/> Room Type <input type="text" value="Gym"/> <input type="text" value="v"/>
----	---	---

- Attendee counts.

4.	Attendee Information (Required)	Estimated number of YOUTH participants: <input type="text" value="20"/> Estimated number of ADULT participants: <input type="text" value="6"/> TOTAL estimated number of participants including spectators: <input type="text" value="30"/>
----	---	--

- Optional room layout instructions.

5. **Setup/ Layout Request** (Optional)
 Select Yes to expand this section

Layout Setup: **Yes** Email:

Time Setup Begins?	Partition Open or Closed?	Requested Layout
Midnight	Open	Banquet
# of Chairs	# of Tables	Select Equipment
<input type="text"/>	<input type="text"/>	Computer Flip Chart LCD Projector
<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Instructions:

Select image: No file chosen

Event require catering? Yes No Please put catering info in Special Instructions area.

- Notes (A brief title for your event)

6. **Enter Notes and Special Instructions** (Required)
 Please tell us if you want a specific room, or need a room's tables and chairs configured a certain way, or have any other special needs for your event.

Dunkin Dudes adult basketball league play on Wednesday nights until the end of May.

- Choose Submit Request.

7. **Submit Request**

- Event Summary - Choose Edit this Request to make changes, or Submit to complete it.

Please verify the data, then choose Submit to confirm the request: [Sign Out](#)

Your Contact Information	Bob Bag - 111-222-3333 - bobb@bagbros.com
Your Organization's Information	Bag Bros. Entertainment LLC, 644 Whitlock Ave., NA, OH, 43605, Toledo
Date / Time	6:00pm to 8:00pm every Wednesday from 3/1/2023 to 5/31/2023 .
Facility	Rogers High School
Number of Youth Participants	20
Number of Adults Participants	6
Total Number Participants	30
Notes	Dunkin Dudes adult basketball league play on Wednesday nights until the end of May.

A final confirmation page is presented, through which you can go “Back to Request Form” to submit another request, select Email to send a receipt to yourself, or Sign Out.

Request number 157 was submitted on 02/22/2023 at 10:44 AM		Sign Out
Your Contact Information	Bob Bag - 111-222-3333 - bob@bagbros.com	
Your Organization's Information	Bag Bros. Entertainment LLC, 644 Whitlock Ave., NA, OH, 43605, Toledo	
Date / Time	6:00pm to 8:00pm every Wednesday from 3/1/2023 to 5/31/2023 .	
Facility	Rogers High School	
Number of Youth Participants	20	
Number of Adults Participants	6	
Total Number Participants	30	
Notes	Dunkin Dudes adult basketball league play on Wednesday nights until the end of May.	
 Back To Request Form Email		

You will receive an email from the TPS Community Use folks that either confirms or denies your request in the near future. Keep track of your request number in case you need to ask about the status of the request.

Summary:

The TPS 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 419-671-8500 or email jfischer@tps.org. Technical support is also available from GraphicVision by emailing techsupport@graphicvision.com, or calling 303-424-0626 during regular business hours (MST).