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

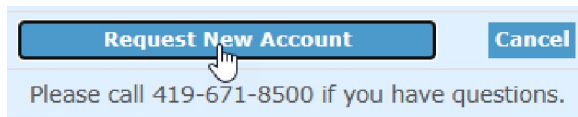If you do not belong to one of the organizations in the list, you will need to include the Organization name in the completed information.

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,

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

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)	⦿ Single Date ○ Reoccurring Dates ○ Random Dates
		Event Date 02/28/2023 🔲
		Start Time 06 : 00 PM ⌄ **End Time** 08 : 00 PM ⌄

Reoccurring Dates

2.	Enter Date and Time (Required)	○ Single Date ⦿ Reoccurring Dates ○ Random Dates
		Start Date 03/01/2023 🔲
		End Date 05/31/2023 🔲
		Start Time 06 : 00 PM ⌄ **End Time** 08 : 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**
		02/28/2023 🔲 06 : 00 PM ⌄ 08 : 00 PM ⌄
		03/08/2023 🔲 06 : 00 PM ⌄ 08 : 00 PM ⌄
		Add Another Date

- Preferred School and room/field type selection.

3.	Select School and/or Room Type (Optional)	**School**	Rogers High Sch ⌄
		Room Type	Gym ⌄

- Attendee counts.

4.	Attendee Information (Required)	Estimated number of YOUTH participants: 20
		Estimated number of ADULT participants: 6
		TOTAL estimated number of participants including spectators: 30

- Optional room layout instructions.

- Notes (A brief title for your event)

- Choose Submit Request.

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

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 - 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.

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).