


Steps to request building use as an external user.

Step 1: Go to this link:

avonlocalschools.gofmx.com/register-community-member

Step 2: Fill in the information (*means it is required)




Register as a Community Member

- * Name
- * Email
- * Re-enter
- * Password
- * Re-enter
- * Organization Name
- * Phone Number
- * Billing Address

Step 3: Upload Certificate of Liability OR email to Bill Fishleigh and Jane Provoznik - fishleighb@avoneagles.org and provoznikj@avoneagles.org

[A Formatting guide](#) [Show preview](#)

Liability Insurance

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

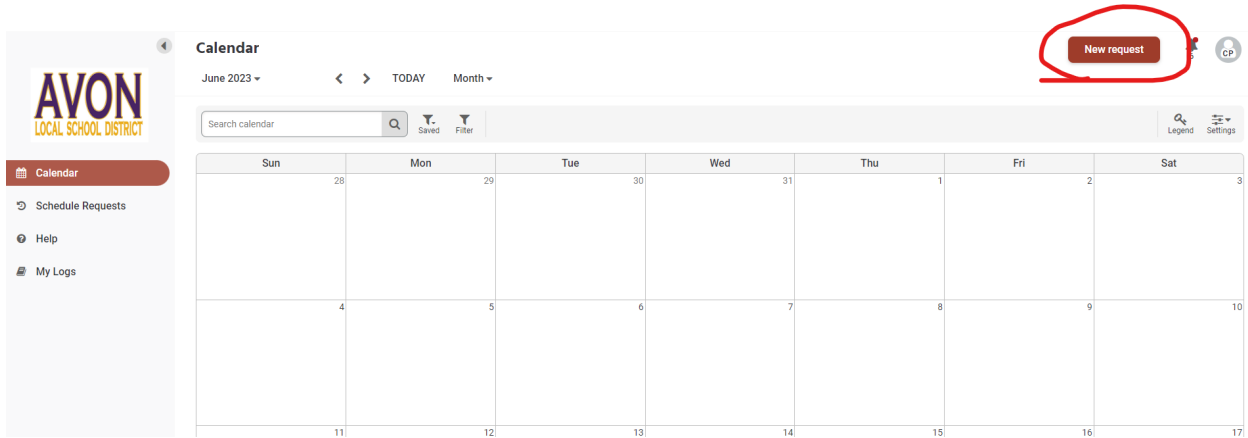
Community Member Agreement

Your organization agrees to indemnify and HOLD HARMLESS the Avon Board of Education and its agents and employees from all liability, claims, demands, damages, or costs for, or arising out of the activity being conducted, whether it be caused by negligence of the above or the Avon Board of Education or either party's agents or employees or otherwise. Your organization and/or sponsor agree to be totally responsible for any and all damages to school property, including costs while this permit is in effect.

Continue

Step 4: Agree to Terms and Conditions

Step 5: Make your schedule requests by clicking “New Request” in the top right hand corner.

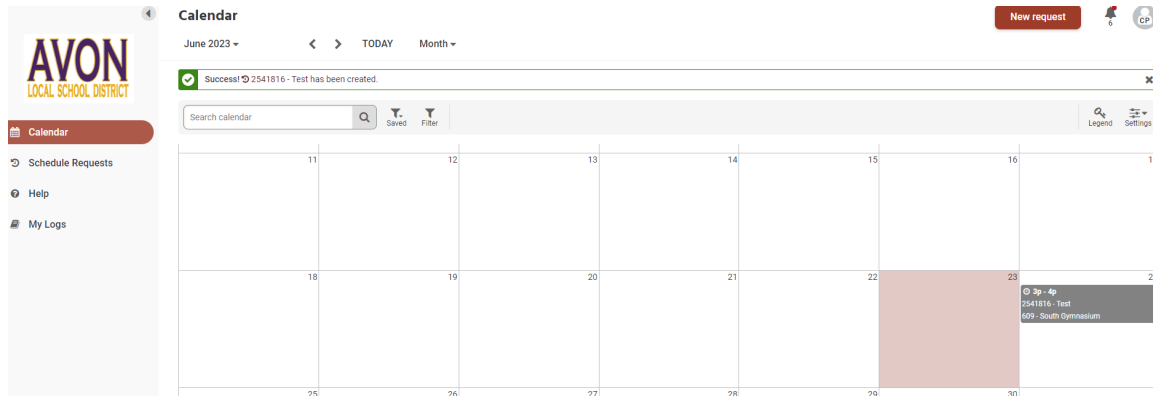


Step 6: Fill in the information. Make sure you select the correct Request Type.

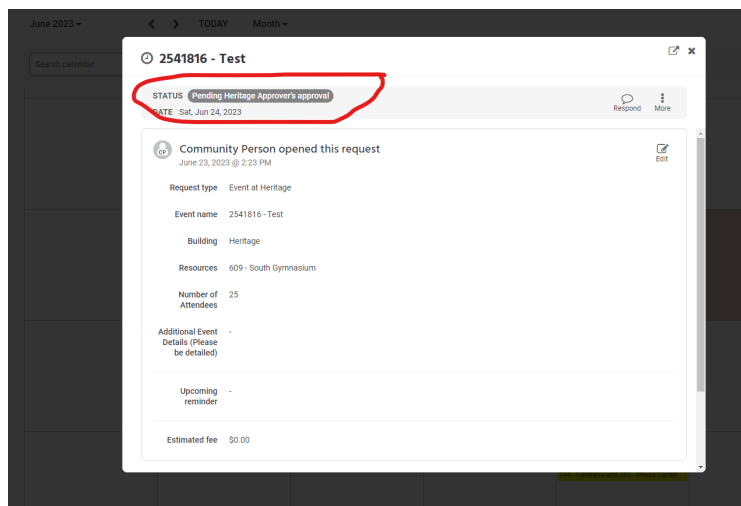
The screenshot shows the "New Schedule Request" form. The form is titled "New Schedule Request" and includes a breadcrumb trail "Requests > New Schedule Request". The form fields are as follows:

- Request type:** A dropdown menu.
- Event name:** A text input field.
- Building:** A dropdown menu.
- Resources:** A dropdown menu.
- Starts:** A date input field with a calendar icon, showing "6/23/2023".
- From:** A time input field showing "3:00pm".
- To:** A time input field showing "4:00pm".
- Repeats:** A dropdown menu showing "Never".
- Setup time:** A dropdown menu.
- Teardown time:** A dropdown menu.
- Number of Attendees:** A text input field.
- Additional Event Details (Please be detailed):** A large text area for additional information.

It will now show up on your Calendar and Schedule Requests. See below:



And if you click on the request it will show you the status of your request:



Website/General Questions - Bill Fishleigh - fishleighb@avoneagles.org

Building Usage questions contact the building directly.

HS - Adam Castrilla - castrillaa@avoneagles.org

HS Athletics - Erich Frombach - frombache@avoneagles.org

HS PAC/AUD - Melissa Moyseenko - moyseenkome@avoneagles.org

MS - Mike Ryan - ryanm@avoneagles.org

MS Athletics - Scott Lanham - lanhams@avoneagles.org

Heritage - Maura Neville - nevillem@avoneagles.org

East - Laura Desmond - desmondl@avoneagles.org

ELC - Jeanne Yeagley - yeagleyj@avoneagles.org