

New Requester: Request Facilities Instruction

Go to the Lake Mills Area School District website.: <http://www.lakemills.k12.wi.us/>

Hover over the District Tab: Under the District info Section click on Calendars

Select Facility Calendar:

On the calendar site find the Request Facilities button at the top middle of the page.

Click become a requester button

Fill out form and send, choose your own login and password

You will get an email back when you are approved

You may then sign in and request the facilities.

You may put several dates on one request

Once dates and times have been approved you will be sent an approval email.

If changes/cancellations happen you will be sent an email.

For Gym Reservations ONLY:

As a coach you will need to stop by the Rec Office and get a key card. You will use this key to enter the buildings. It is your responsibility to let your players in. We do not program doors for practices. If you have a late kid showing up they will have to call you to get in or you can have one child stay by the doors to let the others in. Do not let anyone outside of your team in the building. You are responsible for anyone entering during your time if you let them in. You are not allowed to prop any doors in the building. Additionally it is your responsibility to provide supervision of your participants along with those who are in your group but not participating.