Schedule Request Guide

For Community Members

To request the usage of a USD 497 facility, a schedule request must be submitted on FMX. Please follow the instructions below to create an account and submit your request.

To Create an FMX account:
1. **Go to https://usd497.gofmx.com/login**
2. **Select Need an Account**
3. **Enter your contact information**

Log in

⇨] Log in

⇨] Log in with SSO

Need an account?

To submit a schedule request:
1. **Click New Request**
2. **Select Schedule Request**

Calendar

New request

August 2024 ▾   ⟨ ⟩   TODAY   Month ▾

🔍▾ Search   ⊽≡ Saved   ⊽ Filter   🔑 Legend   ⚙▾ Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3

3. **Review the Lawrence Unified School District 497 Facilities Terms & Conditions.**

New Schedule Request

Requests > New Schedule Request

Lawrence Unified School District 497 Facilities Use Documents

🗋 Lawrence Unified School District 497 Facilities Terms & Conditions

4. **Select the Request type from the drop down menu.**

Request

✱ Request type

Community Service/Charity Event

✱ Event name

For-Profit

✱ Building

KSHSAA Event

Non-Profit

Resource types

* **Review pages 8 and 9 for additional information needed, based on the request type selected.**

✱ Event name

5. **Enter the Event Name.**

✱ Building

6. **Select the Building from the drop down menu.**

Resource types

Auditorium

✱ Resources

Cafeteria

7. **Select the Resource type from the drop down menu.**

Classroom

Commons

✱ Starts

Courtyard

Grass Football Field

✱ From

Gym

Library

✱ To

Tennis Court

8. **Select the Resources from the drop down menu.**

* **Resource Type selects the category and narrows down the choices of Resources.**

* Resources

    Art 108
    Auditorium 100
    Aux Gym 412

9. **Select the start date of the event and then the Start and End times ("From" and "To").**

* Starts   8/21/2024

* From   3:00pm

* To   4:00pm

10. **If the event has multiple occurrences, check the "Repeats" box and then click on the calendar and choose the repeating dates.**

Repeats ☑

* On

Setup time

Teardown time

August 2024						>
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

11. **Select the Setup time and Teardown time need, minimum 30 minutes each.**

   *Review the District Calendar and Facility Use Document for additional information.

Setup time [▼]

Teardown time [▼]

View District Calendar ⬀

View Facility Use Document ⬀

Minimum 30 minute each Setup and Teardown Times

12. **Enter the Name of the Organization, Person Responsible (must be present at the event), Cell Phone, and Day Phone. Phone numbers needed in case of emergency.**

✱ Name of Organization [   ]

✱ Person Responsible [   ]

✱ Cell Phone [   ]

✱ Day Phone [   ]

13. **Enter the Number Attending and a Description of the event.**

✱ Number Attending [   ]

✱ Event Description [   ]

14. **Enter details about the Event Setup. For example, if tables and chairs are needed.**

    Event Setup Details [   ]

    Technology Details [   ]

    Enter details about the technology needed at the event. For example, if a projector or microphone are needed.

15. **Check the boxes if fees will be charged to participate in the organization/event or if concessions will be sold.**

    Will Fees be charged to participate in the organization/event? ☐

    Will concessions be sold? ☐

16. **Attach Certificate of Insurance, naming USD 497 (110 McDonald Drive, Lawrence, KS 66044) as the additional insured, and a minimum of $500,000 of liability insurance.**

    Please Attach Liability Insurance [   ] 📎

    Certificate of Insurance (COI) Requirements ·All policies must name USD 497 (110 McDonald Drive, Lawrence, KS 66044) as additional insured ·Minimum of $500,000 of liability insurance

17. If Inflatables are being used, check the box and upload the additional Certificate of Insurance from the business owner of contracted equipment.

*See requirements in diagram.

Are Inflatables being used? ☑

Certificate of Insurance (COI) Requirements for Inflatables at an Event

Certificate of Insurance (COI) Requirements if Inflatables are being used at the Event •All policies must name USD 497 (110 McDonald Drive, Lawrence, KS 66044) as additional insured • The business owner of contracted equipment, i.e., inflatables must provide a COI with a Minimum of $1,000,000 of liability insurance

＊Please Attach Inflatable Liability Insurance

18. Provide E-Signature

＊E-Signature of Applicant (same as person responsible above)

ADDITIONAL INFORMATION NEEDED BASED ON REQUEST TYPE

Community Service/Charity Event:

1. No additional information is required.

For- Profit:

1. Check the box if you
   are a district employee,
   employee discounts may apply.

Are you a district employee of USD 497? ☑
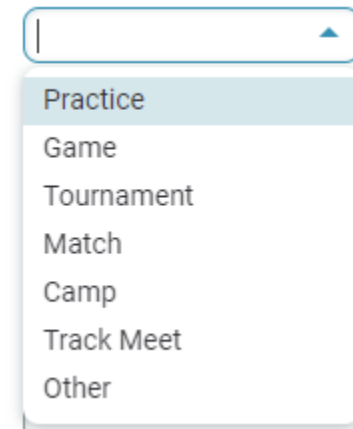
Employee Discount — District employees engaged in operating a for-profit organization and wanting to host an event that specifically serves the students of our district may receive reduced fees. See Facility Use Document for details.

KSHSAA Event:

1. Select the Event Type
   from the drop down menu.

＊Event Type

Practice
Game
Tournament
Match
Camp
Track Meet
Other

＊Event Description

2. **Attach marketing materials, if advertising.**

If advertising, please attach marketing materials [   ] 📎

3. **Check the box, if the event meets all KSHSAA regulations.**

* This Event meets all ☑
   KSHSAA regulations

Non-Profit:

* Name of Organization [   ]

1. **Check the box if the organization is a non-profit and attach the appropriate non-profit documentation.**

Is the organization a non- ☑
profit with status of
501(c)(3)?

Please attach IRS tax- [   ] 📎
exempt determination
letter

2. **Check the box if you are a district employee, employee discounts may apply.**

Are you a district ☑
employee of USD 497?

Employee Discount — District employees engaged in operating a for-profit organization and wanting to host an event that specifically serves the students of our district may receive reduced fees. See Facility Use Document for details.