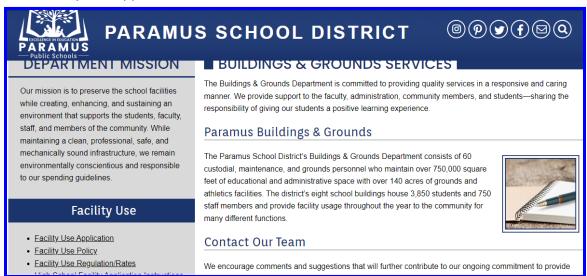
Create an account for Facility Use Request

To create an account for Facility Use, click on the following link

https://www.paramus.k12.nj.us/Buildings-and-Grounds

On the left side of the page under Facility Use

☐ Click on Facility Use Application



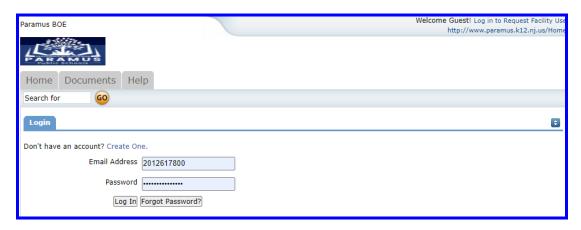
Top right of the page click on

Log in to Request Facility Use



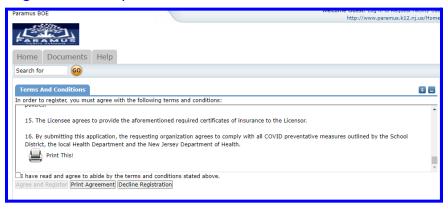
Don't have an account?

Click on Create One



Read and check off the box

☐ I have read and agree to abide by the terms and conditions stated above



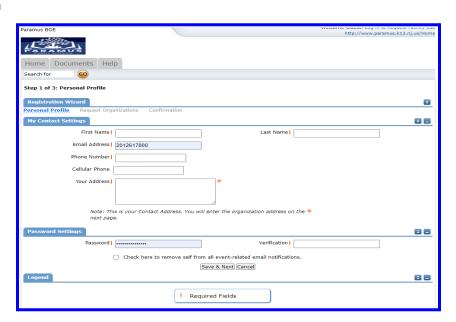
After checking the box

☐ Click on Agree and Register



Fill out the three steps

- Personal Profile
- Request Organizations
- Confirmation



Final steps
Your application is complete and you will receive an email confirmation
 Next step; your application is sent to a queue for review
 Once approved, you will receive an email letting you know, you can submit a facility use request (see highlighted steps below)
☐ After submitting your request, Paramus Public Schools will take the necessary steps and review your request
Once your request is approved/denied, you will receive an email notification regarding the status of
your request. Requests for use of school facilities must be submitted no later than 30 days before to planned event and no earlier than 90 days. The Board and/or it's designees will make all efforts to review requests in a timely manner.
Reminderin order to receive email confirmation when submitting a request, please make sure to include your email address in the request.
If you have questions regarding facility use or the status of your request, please email Lynda Ariyan at lariyan@paramusschools.org
Submit a Facility Use Request
☐ Log in to FS Direct
☐ Click on Request Facility Use
☐ Single Date
☐ Fill in the information in red
☐ Event Title
☐ Location
☐ Rooms- click on binoculars to select room(s) for multiple rooms, click OK after your selection
☐ Start Date
☐ End Date
☐ Click Search
Review- Click on Next
☐ Choose Organization
☐ Choose Name or add your name
☐ Under Set Up Requirements check box next to what needs to be set up and add any information
☐ Fill in red marks
- Free Handware
☐ Email address