

Monona Grove School District

How to request access to submit online facilities requests

The Monona Grove School District is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

1. Go to www.mononagrove.org. Select “District,” then “Facilities Rental.”
2. Click on the CommunityUse link. At the top right corner of the page, you will see a link: “Login to Request Facility Use.” Click that link to login.

MONONA GROVE

Welcome Guest! Log in to Request Facility Use
Monona Grove

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Home Documents Help

Search for

Calendar Filter

View event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

--View All Organizations-- --View All Locations-- Filter Starting 7/30/2017

--View All Organization Type-- Description

Month Calendar Month Week Day Event List

3. Click on the “Create One” link to create an account and request access to submit online requests.

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Search for

Login

Don't have an account? [Create One.](#)

Email Address

Password

4. Check the box and choose “Agree and Register.” **You can access an easier to read Facility Rental Agreement under the “Documents” tab at the top of this page. Clicking “Print Agreement” here is NOT recommended.**

5. You will then be asked to complete a Personal Profile form. Click "Save and Next" once you've filled in all required fields.
6. On the "Request Organizations" page, you can request to be an OEC for one or more organizations. Simply fill in the required fields, then click "Add Organization."
7. You will then see the message "Pending" next to the requested organization. Once you've added all the organizations for which you would like to submit requests, click "Save and Next."
8. On the final page, confirm the information and click "Submit Requests."
9. An email will go to the district's FSDirect Administrator, Nicole Poley, who will review your request and make sure you are associated with the correct organization(s) in their master list. You should receive email confirmation of your request.
- 10. Please send a copy of your Certificate of Liability Insurance to Nicole Poley at nicole.poley@mgschools.net. This will be required before you can be approved as a requester.**
- 11. If you are requesting non-profit status, please send a copy of your 501(c)(3) form to Nicole Poley at nicole.poley@mgschools.net. This will be required before you can be approved as a requester.**
12. Within 48 business hours, you will receive an email letting you know whether your request was accepted or declined. If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.