



# Warwick School District

## Online Facility Use Request System

To apply to reserve a Warwick School District facility, follow these steps:

\* Go to <https://www.warwick.org/FUS>

If you do not have an account, click on the “Create an Account” link.

Fill out the required information on the “Create Your Account” page, then click “Continue” to submit for approval. Your password will be emailed to you.

\* Once you have created an account and received the password, log in to the Facility Use webpage (<https://www.warwick.org/FUS>) with your email address and password.



Click on the link “Fill out a new Request” to request a facility;

The organization you originally signed up for will display under the Organization tab; if you serve as a representative for more than one organization, you may add another organization at this time.

\* Verify the organization is correct on the Organization tab, then click **Next**.



\* Under the Event Info tab, complete all of the information requested, then click **Next**.

\* Under the Location tab, choose the facility you’d like to request, then click **Next**.

\* Choose the area that you’d like to reserve, then click **Next**.





Under the Date/Time tab, choose a date.  
 \* If the event will be a recurring event, click the Yes radio button, otherwise, choose start and end times, then **click** Next.

\* If you'd like to add another date, **click** "Add another Date."



Otherwise, fill out the **Equipment Needs/Special Notes** section at the bottom of the page, then **click** "Proceed to Agreement."



\* Review the information under the Agreement tab; **Click** "I agree, complete my request."



\* Print a copy of the request for your records.

