

# Building Usage

## New Process!

To request indoor or outdoor space at the High School for clubs, meetings, or special events go to <https://fs-scotchplains.rschoolday.com/>

- Click on "Become a Requester" on the bottom right side of the screen.
- You will be brought to a screen where you will fill out the name of your event or organization.
- Once you submit that Registration Form, someone from the Board Office will approve you. Soon after you should get an email, indicating your approval.
- At that point you will be able to go back into R School and request the space, dates, times, etc.

The screenshot shows a web browser window displaying the login page for the "SCOTCH PLAINS-FANWOOD BUILDING RESERVATION SYSTEM". The page features a header with the school's logo and the system name. Below the header, there are links for "View the Facilities Calendar" and "Facility Use Form - Conditions of Use". The main content area is titled "Scotch Plains-Fanwood Board of Education" and contains a login form with fields for "Username" (containing "acarroll") and "Password" (masked with asterisks). Below the password field are buttons for "Login", "Reset Password", and "Become a Requester". A large blue arrow points to the "Become a Requester" button. The background of the page is a photograph of a gymnasium floor.

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