Schedule Request Instructions

• Open an internet browser and navigate to (Facility Rentals | About Us (ladelta.edu))
  - Here you will find the following:
    ▪ Point-of-Contact for Questions regarding Facility Rentals
    ▪ Photos of Facilities
    ▪ Costs for Renting Facilities
    ▪ Make a Reservation (via FMX to Request a Facility)
    ▪ Make a Payment
• At the bottom of the screen, select “Make A Reservation” to access FMX

Select “Need an Account”
• Log in with your credentials:
1. Select “New Request”
2. Click “Schedule Request”
3. Complete every field with an (*), including the “I have Read The Facility Use Agreement Form.”
This is the Facility Use Agreement Form that must be signed and attached at the bottom of the request before it can be submitted.

If you select “Yes” dropdown box will display capabilities the.
Number of Attendees: 40

Will This Event Have Alcohol? No

Event Setup Details: Please provide 40 chairs seated around round tables. We will also need one sign-in table.

Food Service Details

Additional Event Details (Please be detailed)
a. Schedule Requests that are for less than 14 days in the future will require requesters to contact Mya Romero at 318-345-9395 for approval.

Create New Request on Mon, Jun 27

Schedule request (the start time must be at least 14 days in the future to provide adequate notice)

b. If a signed Facility Use Agreement Form is not attached, the request message below will pop up.

This is the area to attach the signed Facility Use Agreement.
c. If a facility is NOT available during the date and time you are submitting your request for, FMX will not allow you to submit a request for that facility. See the picture below.

4. Click “Submit”
5. After submitting your request, you will receive a confirmation email with a link to track the status of your request. You will also receive email notifications when your request is denied, approved or modified.

6. All communication and responses can be added to the Schedule Request. See below for details.
1. Find the request you wish to respond to (either on the calendar or in the requests grid accessed via the left sidebar), double click on the request to open it, and select the **Respond** icon in the upper right-hand corner of the screen.

2. **Enter a response.**
Click **Respond** to send your response:

- Make private
- Respond
- Back