

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

The screenshot shows the Paramus School District website. The header includes the district logo and name, along with social media icons. The main content area is divided into two columns. The left column, titled 'DEPARTMENT MISSION', describes the department's goal to preserve and enhance school facilities. Below this is a 'Facility Use' section with links for 'Facility Use Application', 'Facility Use Policy', and 'Facility Use Regulation/Rates'. The right column, titled 'BUILDINGS & GROUNDS SERVICES', states the department's commitment to providing quality services and lists the department's size and responsibilities. It also includes a 'Contact Our Team' section with a brief message.

Top right of the page click on

- Log in to Request Facility Use

The screenshot shows the Paramus BOE website. The top right corner features a 'Welcome Guest! Log in to Request Facility Use' message with a link to 'http://www.paramus.k12.nj.us/Home'. The main navigation area includes 'Home', 'Documents', and 'Help' buttons, and a search bar with a 'GO' button.

Don't have an account?

- Click on Create One

The screenshot shows the Paramus BOE website's account creation form. The form is titled 'Login' and includes a 'Don't have an account? Create One.' link. The form fields are 'Email Address' (with the value '2012617800') and 'Password' (with a masked password). There are 'Log In' and 'Forgot Password?' buttons at the bottom of the form.

Read and check off the box

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

Paramus BOE

Welcome Guest! Log In to Request Facility Use
http://www.paramus.k12.nj.us/Home

Home Documents Help

Search for

Terms And Conditions

In order to register, you must agree with the following terms and conditions:

15. The Licensee agrees to provide the aforementioned required certificates of insurance to the Licensor.

16. By submitting this application, the requesting organization agrees to comply with all COVID preventative measures outlined by the School District, the local Health Department and the New Jersey Department of Health.

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

[Agree and Register](#) [Print Agreement](#) [Decline Registration](#)

After checking the box

- Click on Agree and Register

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Fill out the three steps

- Personal Profile
- Request Organizations
- Confirmation

Paramus BOE

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Home Documents Help

Search for

Step 1 of 3: Personal Profile

Registration Wizard

Personal Profile Request Organizations Confirmation

My Contact Settings

First Name | Last Name |

Email Address | 2012617800

Phone Number |

Cellular Phone |

Your Address | *

Note: This is your Contact Address. You will enter the organization address on the * next page.

Password Settings

Password | Verification |

Check here to remove self from all event-related email notifications.

Legend

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 the 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.**

Reminder.....in 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
- Email address
- Save