

Facility Rental requests that are for use on or after **July 1, 2023**, will need to complete the online form via FMX (the service we already use for maintenance tickets).

\*Please note if you have already submitted a paper form for these dates, they will be entered in for you and you do not need to do this again, just moving forward.

Website: <https://okemosk12.gofmx.com/login> please pin this for easy access!

If you have never signed in before, you will be asked for some basic information and then it will be pending approval. This is so you can be tagged as an employee in the system and you will not be charged for space on school-related rentals. After this when you sign in, select the button Login with Okemos K12 ID when prompted.

Should you need to reserve space for a date until June 30, please continue to use the paper [Facility Use Form](#).

The main screen you will work from is the calendar view once logged in. From this page, you will select the *New Request* button on the top right and then *Schedule Request*. For most of your rentals, you will select Request Type: Internal School Event. If you are reserving something for yourself for another group (not OPS) then please select accordingly.

*Resource Type* lets you filter by area. You can choose to use this or not. Resources is the area you will select your actual room or field. Example on this: If you select Resource Type: Fields, you will only see fields in the Resource area and it might be less overwhelming on selections (especially at our larger buildings).

If your event is ongoing (club, sports practice, band practice, etc) in the Repeats area, please select *Custom*. This will allow you to select all of the dates that you need this space, starting with the second date of your event. The first date will be in the *Starts* area already. The from and to times are your actual event. This module allows you to separately add the setup and tear-down times.

Currently, there is a glitch in the *Liability Insurance* feature that is requiring everyone to upload this document. This is intended for outside renters. Should this not be fixed when you need to reserve space, please just upload a blank document.

If you would like to add a follower to your event and they are not listed, please let me know as their setting probably just needs to be updated from the switch over.

#### Seeing what is reserved in your building or Room

Select *Calendar* from the left-hand side. Next to the search bar, you may select *Filter*. Several options are available here. You can go down to the header *Module* and select *Schedule Request* (this will separate these requests from *Maintenance* requests).

You can also filter by *Building*. This will let you only see what is happening in your space. Above the filter button on the calendar is also an option to change your view from *day*, *week*, *month*, etc.

#### Finding a space available.

You can select on the top left *Reservation Finder* and add your parameters. This is best if you do not need a specific space but maybe need to host a meeting somewhere. Or if you want a specific space but are flexible on the time and day. It is not necessary to use the *Reservation Finder*. Should you place a request and your location, date, or time not be available the program will not let you submit a request. This prevents double booking. This program updates several times per minute automatically. It is possible that something will not be on the calendar however the space is also not available. This could happen for several reasons. The most common would be it is still being approved. Additionally, it could be marked as a private event that the renter does not necessarily want made public to the community.