



Fairfield Public Schools has implemented a new web based program from School Dude FSDirect/CommunityUse for submitting, processing and approving all requests for the use of school/district facilities.

Two Types of Requests Can be Generated:

1. **FSDirect** - In-house/School Groups/Community Ed Sponsored requests;
2. **CommunityUse** - General Public/Non-school Group Requests.

To Get Started:

1. Review the [Administrative Regulations on Community Use of School Facilities](#). Rental classifications and fee schedules can be found on [page 6](#) of this document.

Next Step:

2. Choose the type of request:

- **FSDirect - In-house/School groups**

[Guide for In-house/School groups](#)

- **CommunityUse - General public/Non-school group request...COMING SOON!**

(Note: As part of the request procedure, first-time users will have to create an account. All future requests will require you to login using your account information).

[Guide for general public/Non-school group requests – Step 1 Registration](#)

After you complete step 1 and are approved, please complete Step 2

[Guide for general public/Non-school group requests – Step 2 Request](#)

Final Steps:

3. Fax your Certificate of Liability Insurance to the Reservation Coordinator @ 203-255-8249 or mail it to Fairfield Public Schools, 501 Kings Highway East, Fairfield, CT 06825, Attention: Reservation Coordinator as soon as you submit your request. **Your reservation will NOT be confirmed unless the certificate of insurance is on file with the Reservation Coordinator.**
4. 50% of your rental fee must be received by the Reservation Coordinator. You may drop it off or mail it to Fairfield Public Schools, 501 Kings Highway East, Fairfield, CT 06825, Attention: Reservation Coordinator as soon as you submit your request. **Your reservation will NOT be confirmed unless the certificate of insurance is on file with the Reservation Coordinator.**