



Manchester-Shortsville Central School District

“Red Jacket Schools”

1506 Route 21, Shortsville, NY 14548-9502
Phone (585) 289-3964 • Fax (585) 289-6660
Web Page: www.redjacket.org

Charlene Dehn, Superintendent

E-mail: charlene.dehn@redjacket.org

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Dear Red Jacket Team and Community Residents:

We are pleased to share with you our new facility request software called Master Library or ML. The ML Schedules Program automates our District’s Facility Use Request process to improve efficiency, reduce approval process times, reduce scheduling errors, improve communication, and make everyone happier. It also reduces or eliminates hard copies to reduce the District’s carbon footprint. Facility Use Requests are approved by the appropriate staff overseeing the requested areas. For example, the Athletic Director (AD) and High School Principal will approve high school gym space and athletic field requests. The Elementary School Principal and AD will approve elementary school gym requests.

Staff, community residents, and groups who wish to use School District spaces (i.e., clubs, sports teams, scout troops, and civic organizations), including athletic fields, may submit Facility Use Requests through our website at www.redjacket.org. To create your free ML Schedules Software User Account, visit our District’s website, click on the *Community* tab, and then click on *RJ Community Facility Use Requests* tab. On that page you’ll have the option to “Register for an Account.” Once your Account is saved, you can immediately make requests using the software. Community groups will need to upload their proof of insurance when completing their request. If the request is for use over multiple dates, you will only need to upload proof of insurance one time. The requester may log into their account to view their requests and see if their requests have been approved. They will receive an email once the request is approved or denied.

When making requests, please keep in mind that school events and activities will take priority over community group/individual facility use requests and, if school events are scheduled after a community/individual facility use request is made, the community request may be denied at that time and an email to the requester will follow. Requests that include the need for additional staff for cleaning, maintenance, use of technology or equipment, may be charged a fee or may be denied if the District is unable to accommodate the request. All community/individual facility (including athletic fields) use requests may only be made for non-profit only. Admission is NOT permitted for profit under Education Law, Section 414.

For questions, the ML Schedules Software includes a *Help* tab that provides resources and a “Contact the District” email link. The ML Schedules videos will further explain the request process. Additionally, groups and individuals may contact individual principals for assistance.

With Red Jacket PRIDE,

Charlene Dehn

Superintendent of Schools

Mission

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.