LOUISIANA DELTA
COMMUNITY COLLEGE

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

MAKE A RESERVATION   MAKE A PAYMENT

- 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."**

New Schedule Request

Louisiana Delta Community College Facilities Use Documents

📄 Louisiana Delta Community College Facilities Terms & Conditions

This is the *Facility Use Agreement Form* that must be signed and attached at the bottom of the request before it can be submitted.

Request

✷ Request type	Community Event ▾
✷ Event name	Annual Meeting
✷ Building	JA_MON_ATC ▾
✷ Resources	ATC Community Auditorium ✕ ▾
✷ Starts	7/6/2022 📅
✷ From	9:00am
✷ To	10:00am
Repeats	☐
Setup time	▾
Teardown time	▾
✷ Will You Need IT?	Yes ▾
Auditorium Equipment	Wireless lapel mic available to provide ease of mobility for featured speaker presentations ✕

If you select "Yes" dropdown box wil... capabilities th...

✱ 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.

𝐀 Formatting guide   👁 Show preview

Food Service Details

𝐀 Formatting guide   👁 Show preview

Additional Event Details (Please be detailed)

Additional Event Details
(Please be detailed)

A Formatting guide   👁 Show preview

Please download the facilities use agreement and attach a signed agreement in order to submit your schedule request

✱ Signed Facility Use
Agreement

This is the area to attach the
signed *Facility Use Agreement*.

Attachments

a.   Schedule Requests that are for less than 14 days in the future will require requesters to contact Mya Romero
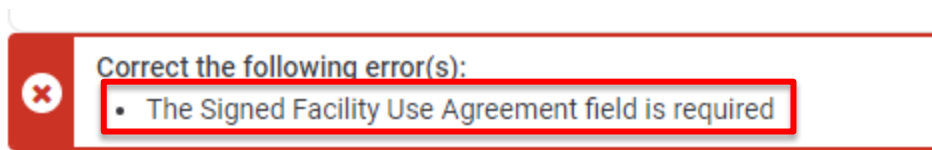   at 318-345-9395 for approval.

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)

Cancel

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

Correct the following error(s):
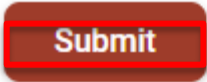- The Signed Facility Use Agreement field is required

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.

The occurrence conflicts with existing requests:
- Wed, Jun 15 in ATC Community Auditorium. [More info]

MR Mya Romero opened this request
June 14, 2022 @ 11:28 AM

✱ Request type	Community Event
✱ Event name	TEST
✱ Buildings	JA_MON_ATC ✕
✱ Resources	ATC Community Auditorium ✕
✱ Starts	6/15/2022
	☑ All day
✱ Repeats	Never
On behalf of	
✱ Will You Need IT?	No
✱ Number of Attendees	20
✱ Will This Event Have Alcohol?	No
✱ Event Setup Details	test

4. Click "Submit"

Submit   Back

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 the select the **Respond** icon in the upper right-hand corner of the screen.
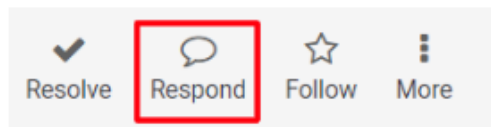
2. Enter a response.

Respond

* Response

Click **Respond** to send your response:

☐ Make private **Respond** Back