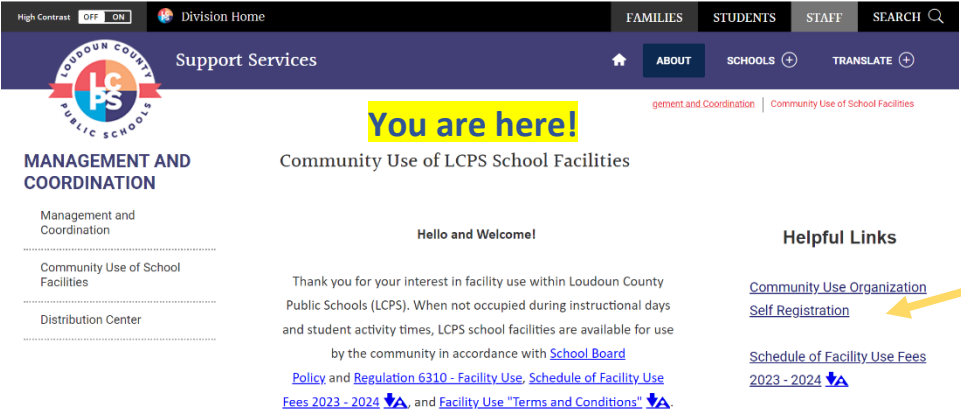


# Loudoun County Public Schools

## Steps to Request to Become an Organization Approved for Facility Use



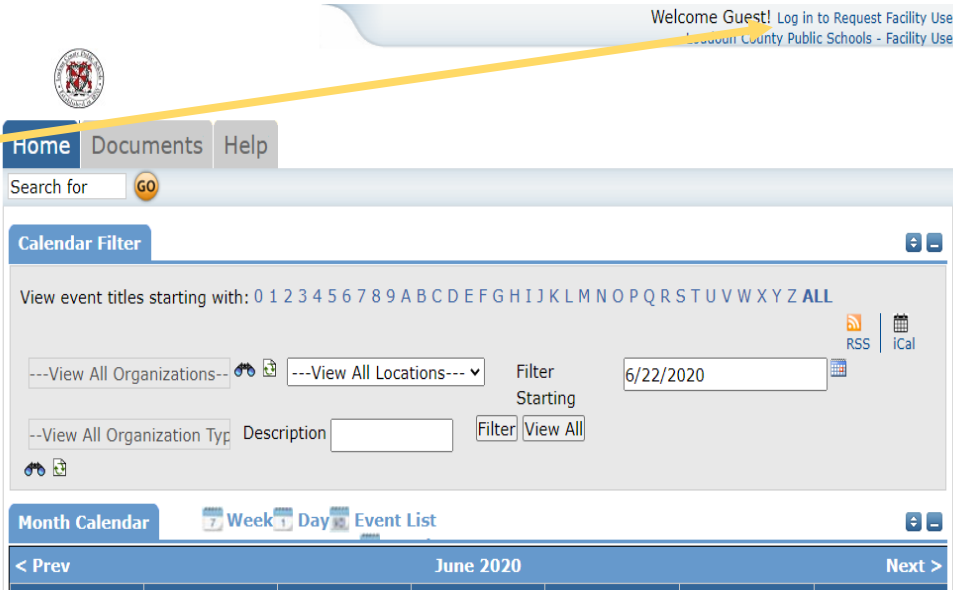
### STEP 1:

Select

**Community Use Organization Self Registration**

### STEP 2:

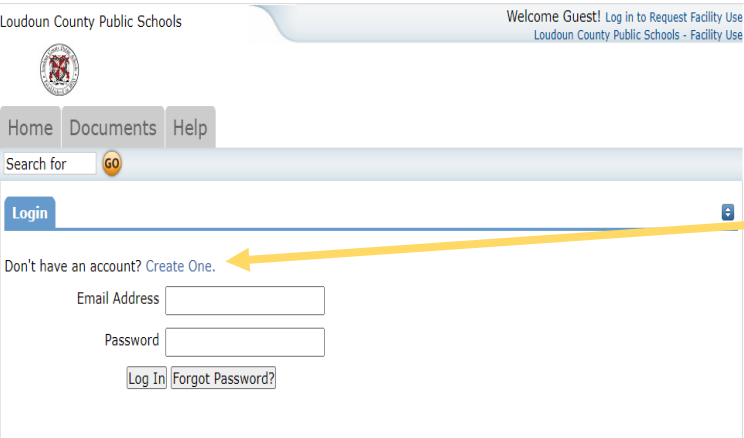
On the top, right side of the screen – it says:  
**Welcome Guest! Click on: [Log in to Request Facility Use](#)**



### STEP 3:

At the location: Don't have an account? **Create One**  
Click the **Create One** link and follow instructions to complete the  
Organization Self Registration.

Once this information is completed, additional instructions will be emailed to  
the person listed as the organization contact by the Division of Management  
and Coordination | Facility Use.



**Thank you for your interest in use of facilities within Loudoun County Public Schools!**  
**Contact the Facility Use Office by e-mail: [facilityuse@lcps.org](mailto:facilityuse@lcps.org) or phone: 571-252-1385 if you have any questions about this information.**