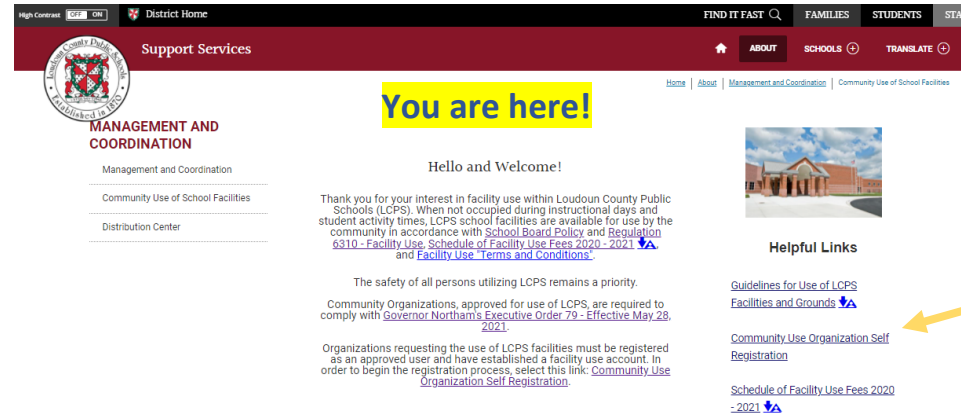


Loudoun County Public Schools

Steps to Request to Become an Organization Approved for Facility Use



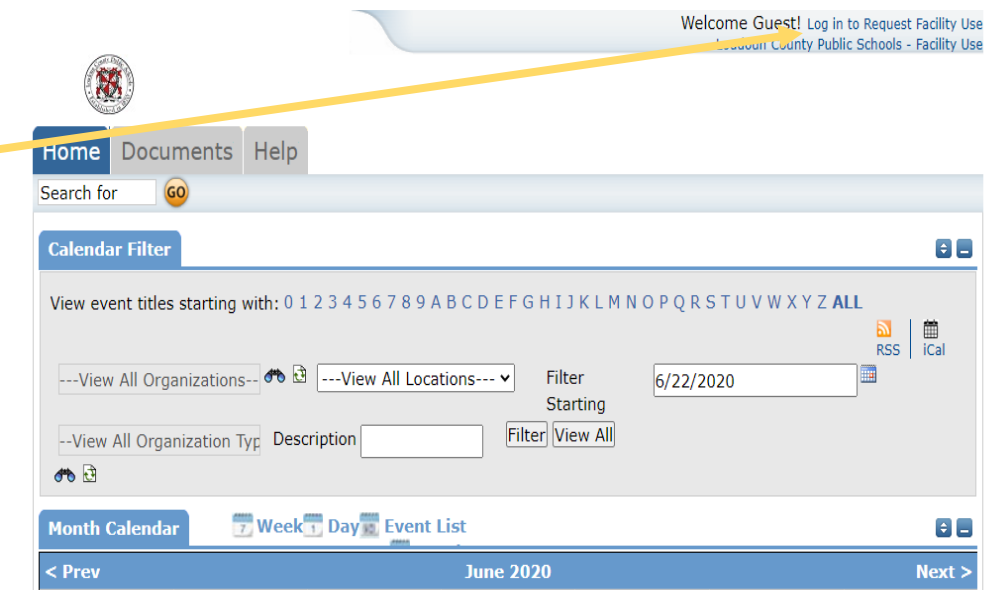
STEP 1:

Select

Community Use Organization Self Registration

STEP 2:

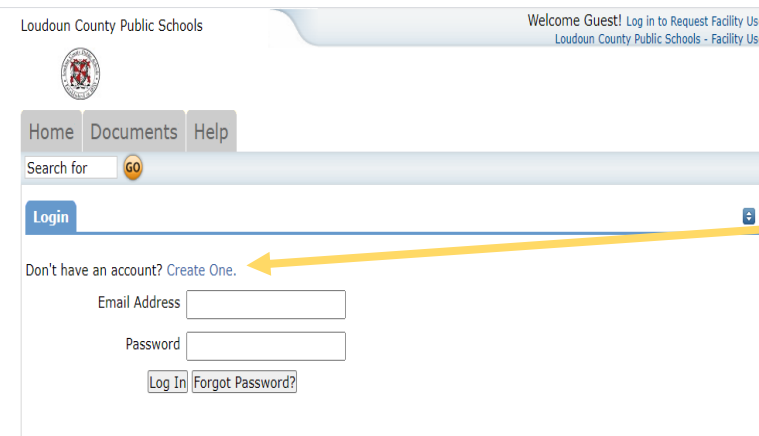
**On the top, right side of the screen – it says:
Welcome Guest! Click on: [Log in to Request Facility Use](#)**



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 or phone: 571-252-1385 if you have any questions about this information.**