

FACILITY CALENDAR SEARCH AND REQUEST

Go to phs.d214.org

Click on **Staff Login**, bottom left (you will need to login to see the Facility Calendar)

Log in with your D214 credentials

On the right side, select **FACILITY CALENDAR**

NOTE: THIS IS TO VIEW ONLY! (CHECKING AVAILABILITY)

Select the following:

- Location Type → **Leave it at -ALL-**
- Building Type → **PHS**
- Building → **Prospect High School**
- Location → Select the room you are looking for, in this case you will be looking for all of the conference rooms as well as the cafeteria in the building.
- Show → **Leave LOCATION, ACTIVITY, AND END TIME checked.**

Click the **CHECK AVAILABILITY** button

Facilities Calendar

Request Facilities

Location Type: -ALL-
-No location type-
Art classroom
Art kiln room
Art office
Art showcase
Art Storage room

Building Type: BGHS
EGHS
FVEC
Indoor
JHHS
Outdoor
PHS

Building: -ALL-
PHS - Athletics
PHS - Outdoor
Prospect High School

Location: CRM A
CRM B
CRMS A & B
Dance RM151
Dean's Conference Room
KLC RM106
Lab A

Show:
 Location
 Activity
 End Time
 Expected Attendance
 Setup/Tear Down
 Cancelled Events

Check Availability

You can see the calendar shows CRMS A&B September 2018. You can also select which month you are looking for space by checking the month tab or future date.

If you want more details about the event on the calendar, you can hover over the event and it will provide you with details.

You can view the calendar various ways, this is located at the top right:

- The default is MONTH view, but you can also select WEEK, DAY, LIST

Facilities Calendar

September 2018

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Request Facilities

Location Type: -ALL- -No location type- Art classroom Art kiln room Art office Art showcase Art Storage room	Building Type: EGHS FVEC Indoor JIHS Outdoor PHS RMHS	Building: -ALL- PHS - Athletics PHS - Outdoor Prospect High School	Location: Choir RM150 Circle Drive Commons CRM A CRM B CRMS A & B Dance RM151
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Show:

 Location
 Activity
 End Time
 Expected Attendance
 Setup/Tear Down
 Cancelled Events

View: Month

Print

[<< Previous Month](#) [Next Month >>](#)

CRMS A & B - September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6 • 3:00pm- 9:00pm Yearbook - Senior Retakes Prospect High School - CRMS A & B	7 • 12:00pm-11:00pm Yearbook Setup Prospect High School - CRMS A & B • 3:00pm- 9:00pm Yearbook - Senior Retakes Prospect High School - CRMS A & B	8 • 7:00am-11:30am Assessment - Prospect High School - CRMS A & B
9	10 • 12:00pm-11:00pm Yearbook Setup Prospect High School - CRMS A & B	11 • 7:00am-11:00pm Yearbook Setup Prospect High School - CRMS A & B • 3:00pm- 9:00pm Yearbook - Senior Retakes Prospect High School - CRMS A & B	12 • 7:00am-11:00pm Yearbook Setup Prospect High School - CRMS A & B • 3:00pm- 9:00pm Yearbook - Senior Retakes Prospect High School - CRMS A & B	13 • 7:00am-11:00pm Yearbook Setup Prospect High School - CRMS A & B • 3:00pm- 9:00pm Yearbook - Senior Retakes Prospect High School - CRMS A & B	14 • 7:00am-11:00am Knights Coronation Breakfast Prospect High School - CRMS A & B • 12:00pm- 5:00pm Distinguished Alumni Reception Prospect High School - CRMS A & B	15
16	17	18	19	20	21 • 10:54am- 1:26pm Principal's Advisory Meeting Prospect High School - CRMS A & B	22
23	24	25	26	27 • 6:00am- 6:30am Coffee With The Counselors Setup Prospect High School - CRMS A & B • 6:30am- 7:45am Coffee With The Counselors Prospect High School - CRMS A & B • 10:54am- 1:26pm Knights' Way Luncheon Prospect High School - CRMS A & B	28	29

Once you see the room or area is available, you will need to go to the Facility Scheduler and book the room. See the directions under Facility Scheduler.

If you cancel your event, change the time or want to change your location, please email Jill Amati. jill.amati@d214.org.