

Facilities Request Process

It is the School Committee's desire that use of school property be enjoyed by all Plymouth residents. The School Committee is empowered and required to allow the use of school premises. Scheduling use of any of the 13 buildings available within the school district may be arranged through our Facilities Office by contacting the Facilities Use Coordinator.

Mrs. Jill Davin
Facilities Use Coordinator
Facilities Services Office
10 Oak Street
Plymouth, MA 02360

By phone: (508) 224-5083
By EMail: [Email Mrs. Davin](#)

Please don't hesitate to contact Mrs. Davin with questions, suggestions, or concerns.

The Plymouth school district has adopted an online request platform called Community Use. Please take a moment to review our usage policy linked below before beginning the process of making a request. More information is available through the School Committee's [Electronic School Board](#) in the Reference Library under Policies & Regulations, [Policy 9.10 - Use of School Facilities and Assorted Fees](#).

For New Community Users

In order to become a Community User, you will need to complete a two-step process. You will first need to create your user account and password. Then, you will be able to log in to the Community User calendar to make your request.

[Step 1 - How to Create Online Community User Account](#)

New Users

[Step 2 - How to Submit a Community Use Request Once You Have a User Account](#)

For Current Community Users

Login to Community Use Calendar

For School Department Users Only

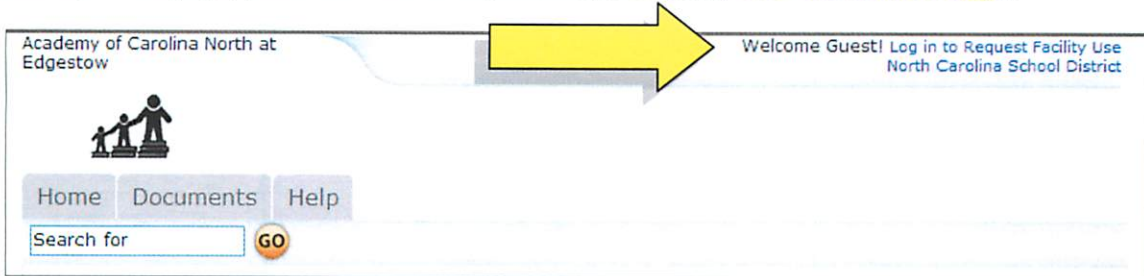
Log on to FS Direct

Click Here ↓

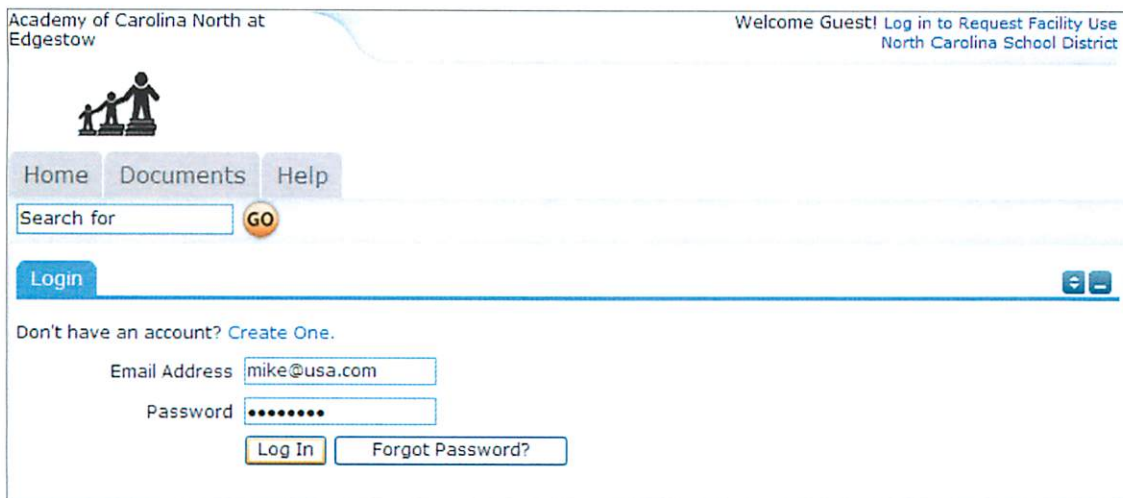
How to Login and Submit a Request

Go to <https://www.communityuse.com/default.asp?acctnum=689972646>

At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



If you have already registered, enter your login name and password into the form and click Login:



When you login, you will start on the Home tab. Here you can view the calendar. If no events are showing, be sure you have a Location selected. Anytime you make a filter choice on the Calendar, be sure to click the Filter button.

