



Anchorage School District

Education Center

5530 E. Northern Lights Blvd. • Anchorage, AK 99504 • 907-742-4000 • www.asdk12.org

January 25, 2022

Dear Anchorage School District facility renter,

Facility rental requests for the 2022 summer are due soon!

*Requests for rental of **INSIDE** spaces are due by Friday, February 25, 2022.*
*Requests for rental of **OUTDOOR** spaces are due by Friday, April 1, 2022.*

Visit the ASD Community Services [webpage](#) and login to FSDirect to submit facility rental requests online. When submitting requests, include all of the required information as indicated by the vertical bar. |

Notes:

- Submit a separate request for each school needed.
 - In Event Description, list alternate site locations, if needed.
- Once the request is submitted, the status of the request will remain pending until all submissions are reviewed in the spring. Correspondence regarding the status of the submission will be sent via email.
 - Requests for **INSIDE** spaces will be processed by early to mid-May.
 - Requests for **OUTDOOR** spaces will be processed by mid-May.

Share this information with other coordinators in your group who assist with summer program scheduling and facility rental requests. We encourage you to visit our website for updates. Contact us at (907) 742-4141 or rentals@asdk12.org if you have any questions.

We appreciate your support of ASD facilities and the rentals scheduling process.

Warm regards,

Leslie Clark
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rentals@asdk12.org

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