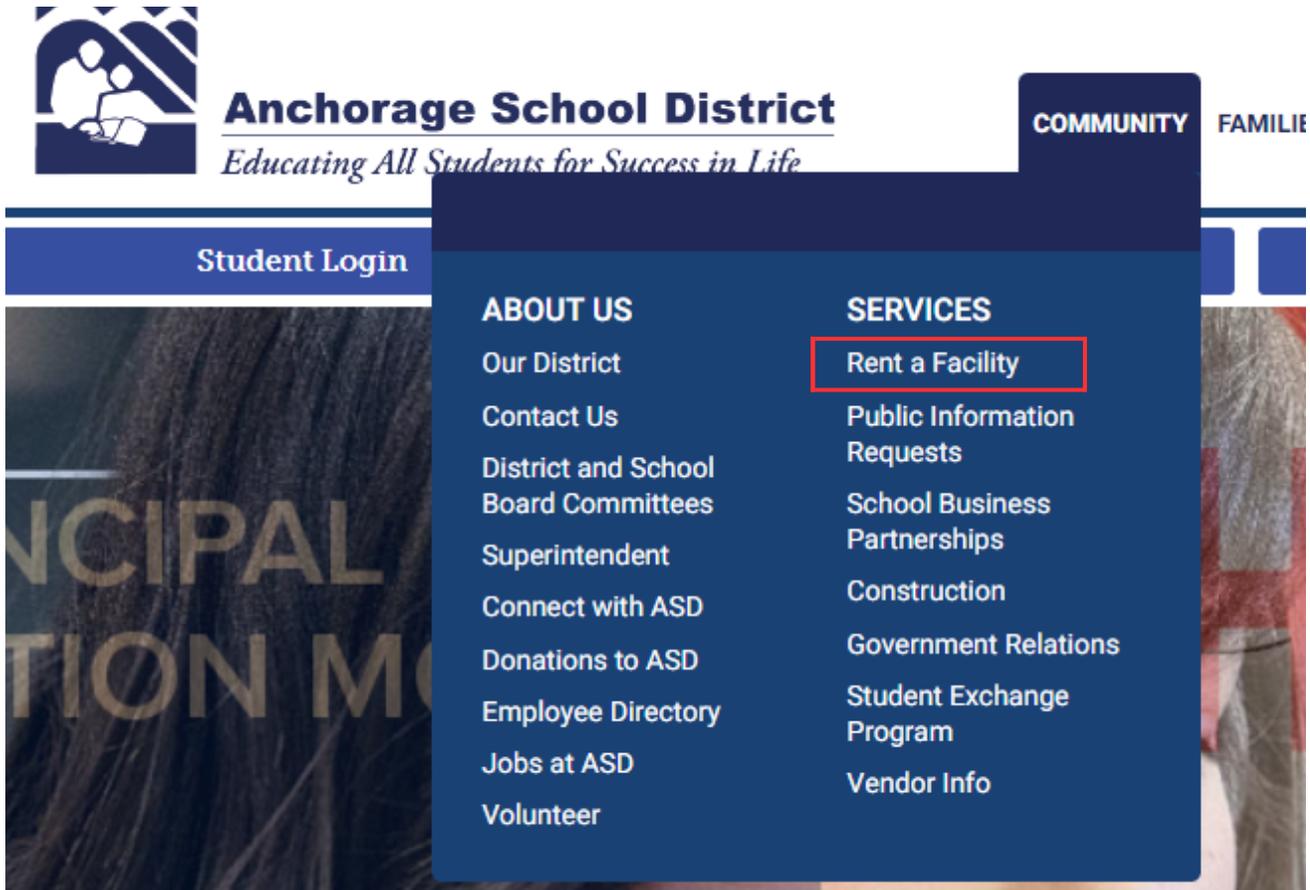


- Visit ASDK12.ORG
- Hover Over the **COMMUNITY** tab and select **RENT A FACILITY** in the right column



- That selection will bring you to the Community Services landing page
- On the page, click on “[Click Here to Request a Space!](#)”

Community Services

- Overview & Services
- How To Rent With ASD
- Fees and Conditions
- Auditoriums



[Click Here to Request a Space!](#)

1. Create a user account with Brightly. [Click here for a guide to this process.](#)
2. After submitting your request for an account, the Rentals Dept will reach out to you.
3. Once your account has been approved, you can submit an event request.
4. If you have any questions, please contact rentals at (907) 742-4141 or [send us an email.](#)

Fall Requests

(Aug - Oct 2023)
Community groups are encouraged to submit fall requests now. Processing for Fall requests will begin in mid-July; please allow at least 7-10 business days for a review.

- If your rental is a
- Spring Request - Submit by December
 - Summer Request - Submit by March
 - Fall Request - Submit by June
 - Winter Request - Submit by September

- Once the page loads, click [Log in to Request Facility Use](#) on the upper right hand link

Anchorage School District Welcome Guest [Log in to Request Facility Use](#)
ASD Community Services home page

[Home](#) [Documents](#) [Help](#)

Search for [GO](#)

Calendar Filter

View event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

--View All Organizations-- [View All Locations---](#) Filter Starting: 10/27/2023

--View All Organization Typ Description Filter View All

Month Calendar [Month](#) [Week](#) [Day](#) [Event List](#)

October 2023								
Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Next
	Oct 1	2	3	4	5	6	7	
	Mission Impossible/ Ninja Warrior Obstacle Course	GMS Table Tennis South Volleyball						

- Next, Create an Account

Search for [GO](#)

Login

Don't have an account? [Create One.](#)

Email Address

Password

[Log In](#) [Forgot Password?](#)

- You will need to accept the terms and conditions for renting a facility with the Anchorage School District. Make sure to read through the documentation requirements PRIOR to renting a facility
- Fill in all information boxes with a red highlight next to it
- Hit Save and Next until the Submit Screen