



Galway Central School District has moved our Facility Use Requests to ML Schedules. We are no longer accepting any paper or email requests for Facility Use starting in the 2022-23 School Year. Please see the steps below to get started!

Creating an Account

Only 1 member for your group needs to create the account. This should be the person who is the main point of contact and the person who will be putting the requests in the system

1. Go to: <https://ny175.mlschedules.com/>
2. Click “Create an Account” - there is also a “video” option right next to this button to assist in your account creation. If you are a Galway Central School District employee, you will click “Login with Google”
3. Complete each field on the account creation page & click submit
 - a. Groups are classified in three main categories:
 - i. District Groups - District run groups & Town of Galway sponsored groups
 - ii. For-Profit
 - iii. Non-profit
 - b. Upload your Certificate of Insurance file here
4. Your account will go to the program administrators for approval. Once approved, you will be able to start requesting facility use.

Requesting Facility Use

1. Login at: <https://ny175.mlschedules.com/>
2. Click on “New Request” in the upper right hand corner of the screen
3. Select the Site & Space. Then fill in the Frequency, and Date/Times
4. Click “View Availability” If it is available, you can continue on with the request. If not, you will need to choose a new location, date, or time.
5. Complete the Event Information page and submit your request. You are agreeing to our Facility Use Policies when you are submitting your requests. Please make sure you review these before clicking agree (these are linked on this page).
6. The request will go through the approval process and you will receive an email once the event is approved & confirmed.

Important notes:

- You must submit your requests 2 weeks prior to the event. Please plan accordingly.
- If you need to cancel your event, you can do it in the system up to 1 day before the event. If it is within 24 hours of the event, you must contact the building administrator to cancel.
- You can only request events 180 days in advance
- It is important to update all of your events as we have staff scheduled for each one that must be notified