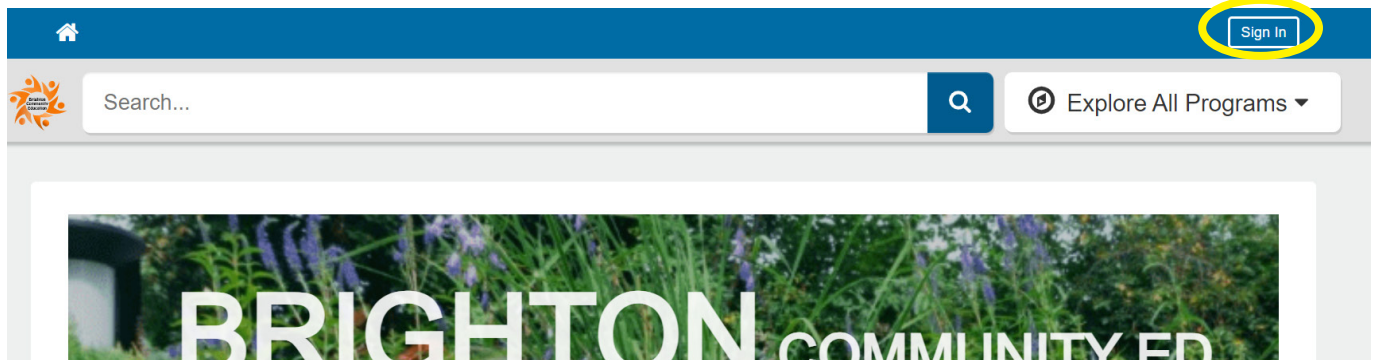


FACILITY RESERVATIONS

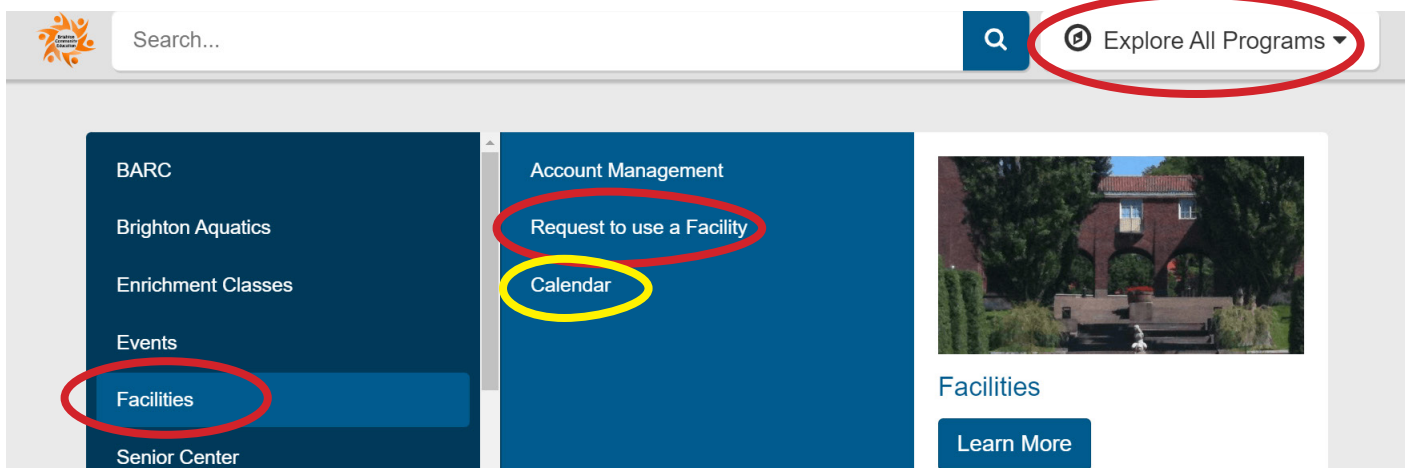
Room reservations are now available online. Our facilities can be rented at an hourly rate, additional charges may apply to certain spaces.

How to submit a Request to use a Facility:

1. Go to <https://brightonk12.ce.eleyo.com/>. **Sign In** or Create an Account.



2. Click **Explore All Programs**, then click **Facilities**



- a. Click **Calendar** to see if your date, time, and location are available.
 - b. Click **Request to use a Facility**.
3. Click on **Your Account** - - - you will need to create an account if you do not have one. Please click on **Create a Personal Facility Account**.
 4. Click **Create a New Facility Request**.
 5. Follow the prompts.

Account Management

+ Create a New Request

All facility requests MUST be submitted 2 weeks prior to the date requested or they will be denied.

For questions, contact Juanita at (810)299-4138 or email at johnsoj@brightonk12.com.

To book the Brighton Community Center contact Patty Thomas, City of Brighton, (810)225-8309.