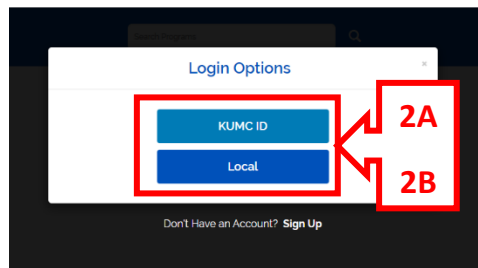
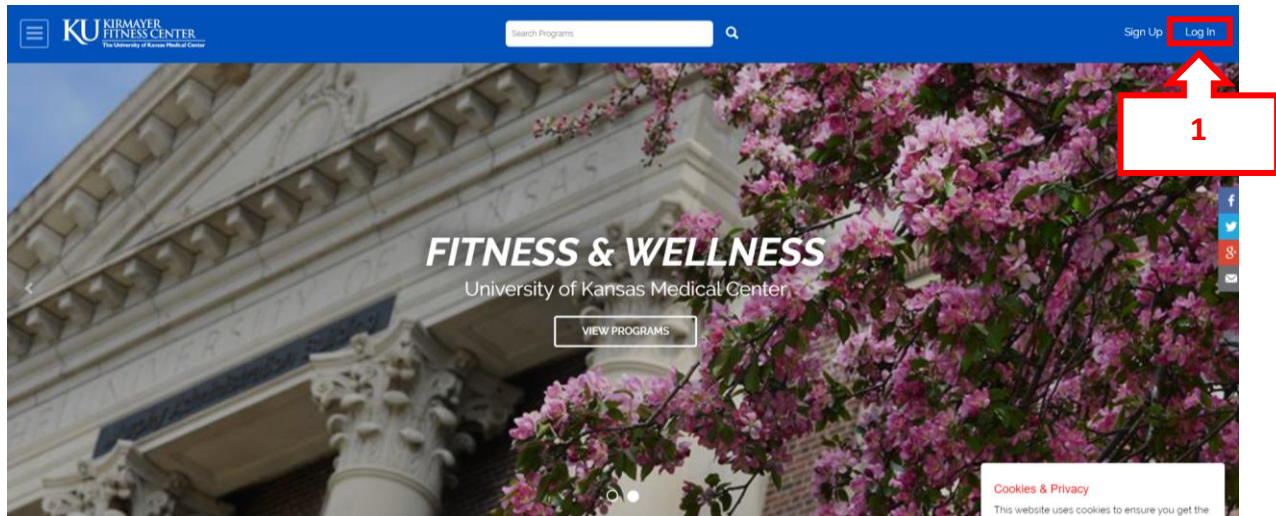


How to submit a Kirmayer facility reservation request:

*****Please note: Facility “reservations” are associated with a fee & submitted online. A facility “booking” can be made for pool and track lanes. Bookings for those specific areas are free at this time.*****

1. Log In at the following web address:

kirmayer.kumc.edu

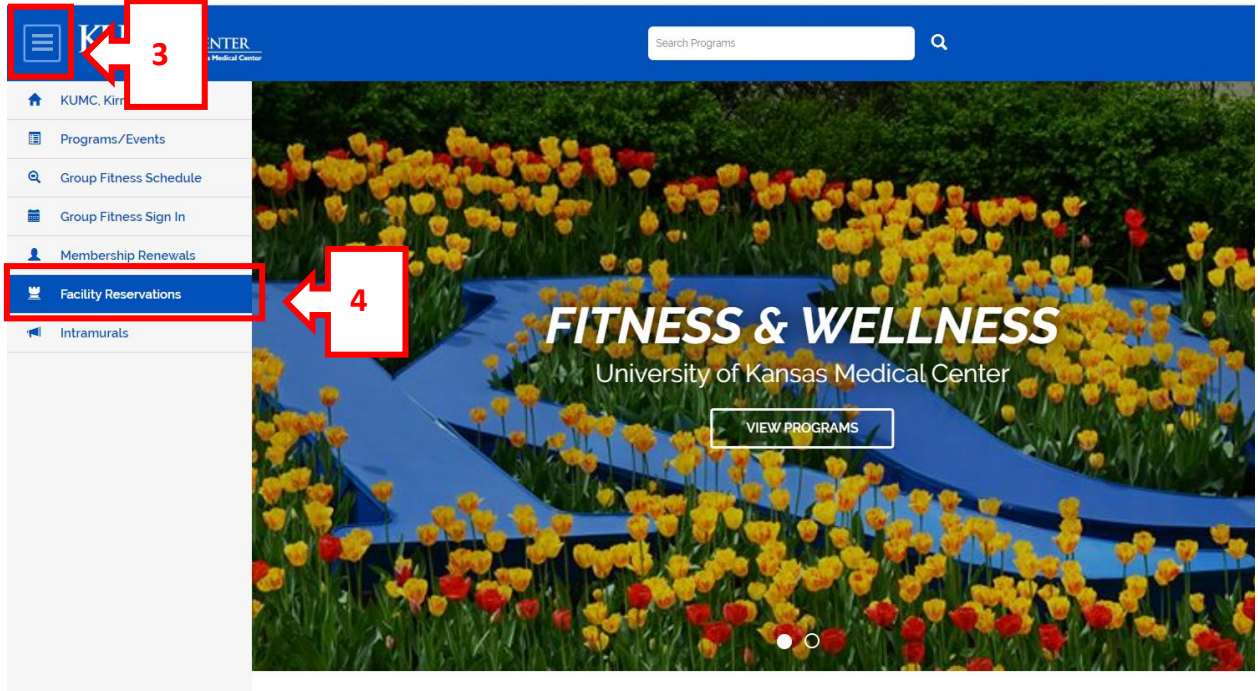


2A. KUMC University Staff and Students will choose the **KUMC ID** and login using their KUMC username and password.

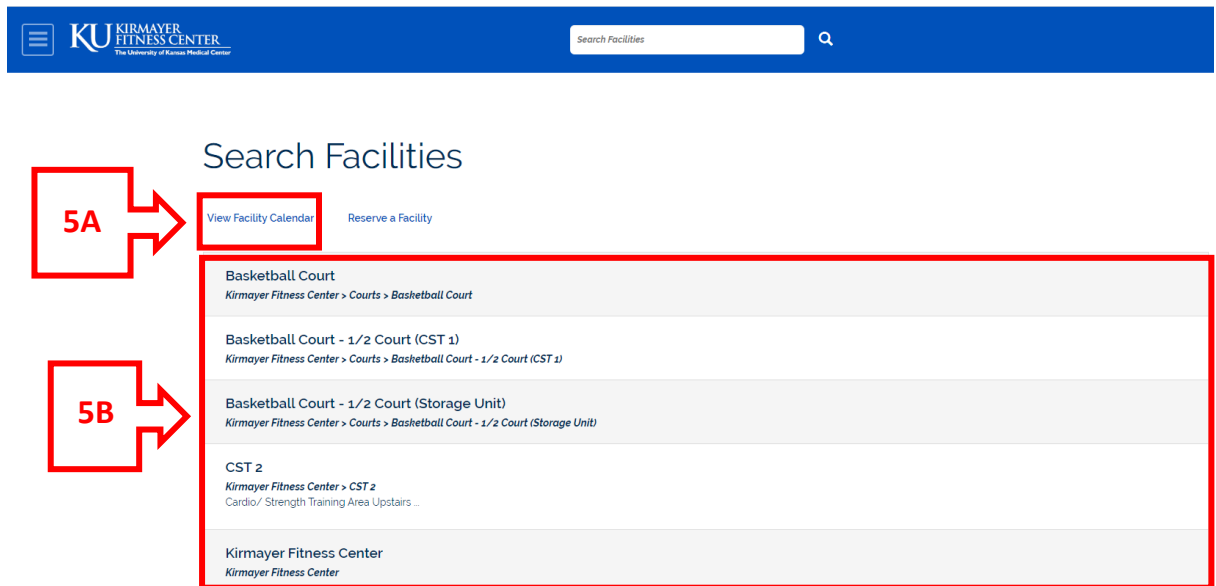
2B. Community Members, Medical Referrals, and Health System Employees will create an account and choose the **Local** Login option.

****Local Logins:** *If this is your first-time logging into the portal, please email Kirmayer at kirmayer@kumc.edu to ensure your account has been activated. ***

3. From the dashboard select the menu icon to the left of the screen.
4. Select “Facility Reservations” in the drop down tab.

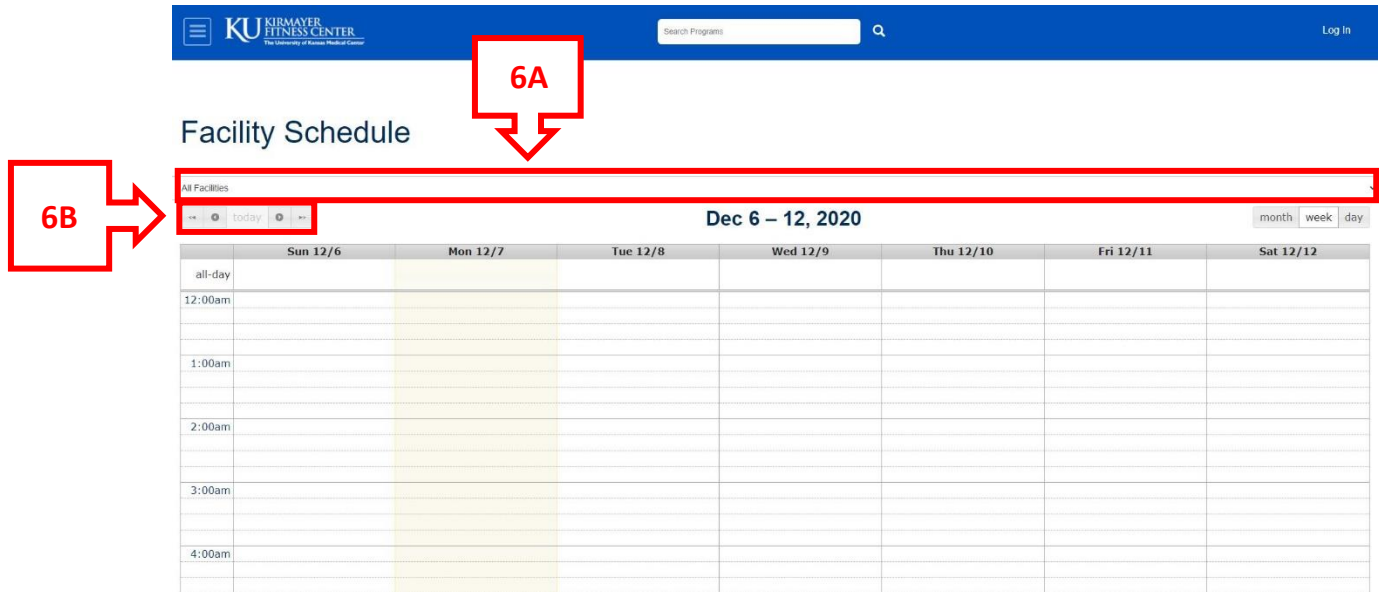


5. A. Select “View Facility Calendar”
- B. Or Select a Specific Calendar Below



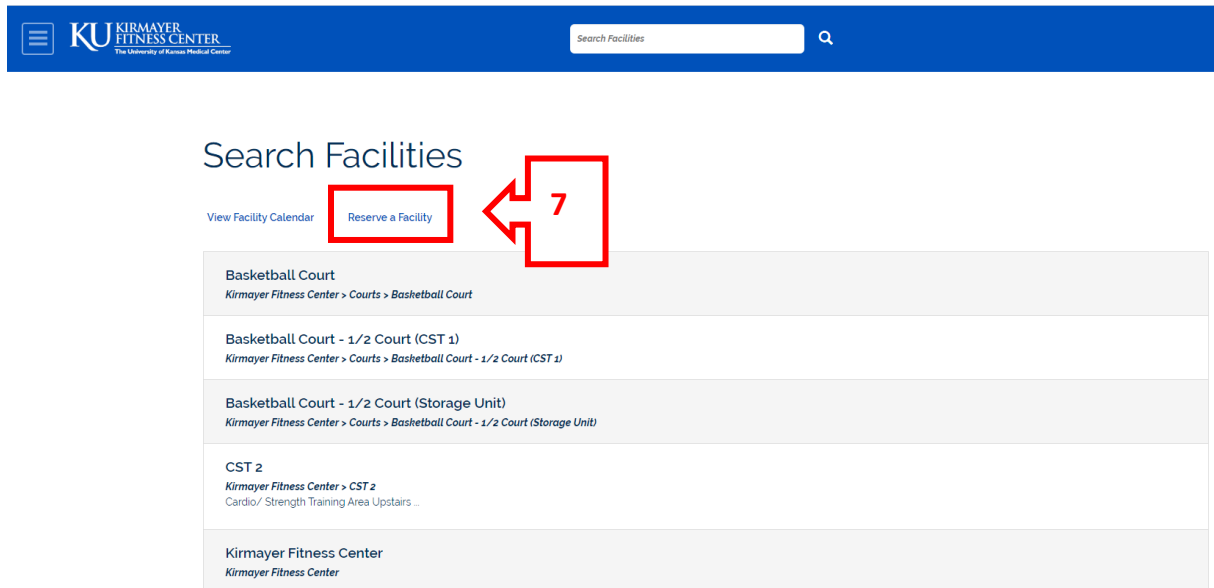
Kirmayer Fitness Center
 3901 Rainbow Blvd., Kansas City, Kansas 66160
 913.588.1532
 kirmayer@kumc.edu

6. **A.** Select the Specific Facility Calender through the Drop-Down Menu
- B.** Select the Date that you would like to view



The screenshot shows the 'Facility Schedule' page. At the top, there is a navigation bar with the KU Kirmayer Fitness Center logo and a search bar. Below the navigation bar, the page title 'Facility Schedule' is displayed. A red box labeled '6A' points to a dropdown menu labeled 'All Facilities'. Below this, a date range 'Dec 6 - 12, 2020' is shown, with a red box labeled '6B' pointing to the 'today' button. The main content is a calendar grid with columns for days of the week (Sun 12/6 to Sat 12/12) and rows for times (all-day, 12:00am, 1:00am, 2:00am, 3:00am, 4:00am). The Monday column (12/7) is highlighted in yellow.

7. Go Back to "Search Facilities" Page and Select "Reserve a facility"



The screenshot shows the 'Search Facilities' page. At the top, there is a navigation bar with the KU Kirmayer Fitness Center logo and a search bar. Below the navigation bar, the page title 'Search Facilities' is displayed. There are two buttons: 'View Facility Calendar' and 'Reserve a Facility'. A red box labeled '7' points to the 'Reserve a Facility' button. Below the buttons, there is a list of facilities:

- Basketball Court**
Kirmayer Fitness Center > Courts > Basketball Court
- Basketball Court - 1/2 Court (CST 1)**
Kirmayer Fitness Center > Courts > Basketball Court - 1/2 Court (CST 1)
- Basketball Court - 1/2 Court (Storage Unit)**
Kirmayer Fitness Center > Courts > Basketball Court - 1/2 Court (Storage Unit)
- CST 2**
Kirmayer Fitness Center > CST 2
Cardio/ Strength Training Area Upstairs ...
- Kirmayer Fitness Center**
Kirmayer Fitness Center

8. Fill in all items on the request form.

form items left incomplete could result in your request being denied

9. Select "Submit Request"

The screenshot shows the 'Facility Information' form on the Kirmayer Fitness Center website. The form includes the following fields:

- Facility: A dropdown menu with "--Select Facility--" selected.
- Contact Name: Two input fields for "First Name" and "Last Name".
- Group Name (if applicable): An input field for "Group Name (if applicable)".
- Contact Email: An input field for "Contact Email (abc@abc.com)".
- Number of People: An input field with the value "1".
- Date Requested: An input field with the value "Tuesday, 28 April, 2020".
- Time: Two input fields for "Start Time" and "End Time".
- Comments: A large text area for "Comments".

At the bottom of the form, there are two buttons: "Submit Request" (highlighted with a red box and a red arrow labeled '9') and "Cancel".

*****Submitted reservation and booking forms will then be reviewed by Kirmayer staff. Applicants will receive an approval or denial email *****

*****For full reservation and booking consideration, please request at least 24 hours in advance.*****