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

   ![Login Screen](image)

   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. Select “Reserve a facility”
6. Fill in all items on the request form.
*form items left incomplete could result in your request being denied*

7. Select “Submit Request”

***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.***