Use of District Facilities

Coopersville Area Public Schools uses an online facility use request system. We require all interested parties to complete the online request form to start the facility use process. You will be asked to create an account, which you will then use to enter your requests.

Step 1
Go to: https://login.myschoolbuilding.com/msb
Organization Account Number is: **150930234**
Be sure to enter a valid email address and contact information
Your password is: **BRONCOS**

Step 2
After your account set-up is complete, you will enter the facility request webpage. Please note that anyone requesting to use a facility will need to select the 3rd tab from the top called Schedule Request.

Step 3
While submitting your request online, make sure all red ☑ checkmarked boxes are filled in. Prior to final approval of your request, a rental agreement must be completed and a valid Certificate of Liability Insurance must be presented prior to using the facility. The Operations Department will make contact with you to complete the process of collecting documents.

The "Submittal Password" is Broncos - which is required just before clicking "submit".

Questions? Contact Andrea Kulhawik, Operations, office 997-3255 / cell 616-889-0108 / email Akulhawik@capsk12.org.