

FCPS Procedures for Reserving Space

Go to <http://www.fcps.edu/fts/comuse/index.shtml> for the link to their site with instructions. You will be required to set up a user name and password (located in the upper right hand corner. Once set up, you will be allowed to block space. When you are booking a PTA program, be sure to put in Wolftrap Elementary PTA. It is already set up and will save you time. Note that not all of our rooms will be listed. For example, if you want to use the library, you will have to indicate it in the Notes field. Once complete, the request will go to Judy Sandler. She will be able to block the appropriate space for you, or tell you if it is not available. Questions? Contact president@wolftrappta.org.