



The Village of Ridgewood Department of Parks & Recreation has been continuing to make enhancements to its facility reservation process and has committed to using Facilities Schedules (Formerly MasterLibrary Schedules ML Schedules™) as the primary scheduling tool for all Village of Ridgewood (VOR) facilities: fields, parks, buildings and rooms. Groups and individuals looking to reserve a VOR facility will first need to create a VOR Facilities Schedules™ User Account if they do not already have one.

The Ridgewood Board of Education (BOE) has been utilizing ML Schedules™ (now Facilities Schedules™) for several years, and you may have experience in using their system to reserve BOE facilities. Please note that the BOE system is separate from the VOR system and a VOR Facilities Schedules™ User Account is required to request the use of VOR facilities.

1. If you do not have a VOR Facilities Schedules™ User Account and you need to perform scheduling functions for an organization that has a VOR Facilities Schedules™ Group Account, please reach out to the Group Manager of that group to have them create a VOR Facilities Schedules™ User Account for you. If you are unsure who the Group Manager is, please send an email to [dwilde@ridgewoodnj.net](mailto:dwilde@ridgewoodnj.net) to find out.
2. If you do not have a VOR Facilities Schedules™ User Account and belong to an organization that does not have a VOR Facilities Schedules™ Group Account, please follow **Step 1** to request a VOR Facilities Schedules™ User Account.
3. If you do not have a VOR Facilities Schedules™ User Account and are looking to request the use of VOR facilities for individual use, please follow **Step 1** to request a VOR Facilities Schedules™ User Account.

If you already have a VOR Facilities Schedules™ User Account and want to request the use of VOR facilities, please go to **Step 2**.

**Step 1 - Click on the following link to request a VOR Facilities Schedules™ User Account:**

[Request a VOR Facilities Schedules™ User Account](#)

All groups and individuals are required to submit an insurance certificate showing \$1,000,000 each occurrence with a total of \$2,000,000 aggregate. The policy must list the Village of Ridgewood as additional insured. Your New User Account request will not be approved until a valid insurance certificate is submitted. Individuals looking to request facility space may be able to use their homeowners insurance. Please inquire via email ([dwilde@ridgewoodnj.net](mailto:dwilde@ridgewoodnj.net)) or by phone (201-670-5500 x 3117).

Within 48-72 hours your New User Account request will be reviewed by the VOR Parks & Recreation Department. Once the request is validated, it will be approved and you will receive a notification to login and begin your reservation process (Step 2 below).

**Step 2 – Click on the following link to log into VOR Facilities Schedules™ to Request Facility Space:**

[Log into to Facilities Schedules™](#)

Once you are logged into Facilities Schedules™, you may then proceed with requesting facility space.

Depending on the classification you fall under, there may be an associated rental fee for the facility being requested. If you are hiring entertainment (i.e. DJ, Bounce House, etc.) their insurance certificate must be submitted as well.

Please note that a request for a facility space does not mean you are automatically granted the space. Within 48-72 hours, the request will be reviewed by the VOR Parks & Recreation Department. If available, payment (where applicable) received, and all documents are in order, the request will be approved and a confirmation will be sent to your email address associated with your VOR Facilities Schedules™ User Account.

If you need further assistance, a step by step guide can be found by clicking the link below.

[VOR-Facilities-Schedules-Quick-Start-Guide-Dec-2025](#)

Additional assistance can be provided by contacting the Parks and Recreation Department directly either through email ([dwilde@ridgewoodnj.net](mailto:dwilde@ridgewoodnj.net)) or by phone (201-670-5500 x 3117).