



How to Log in

- Go to <https://www.communityuse.com/default.asp?acctnum=373442292> .
- At the top of the page, click on the **Login to Request Facility Use** link.
- If you have already registered, enter your login name and password into the fields and click **Log In**.
- Once you are logged in, the system will default you to the home page where you can view the calendar. **Note: If no events are showing on the Calendar, be sure you have a **Location** selected. Any time you make a filter choice on the Calendar click the **Filter** button to refresh the screen.*

How to Submit a Request

- Click on the **Request Facility Use** tab. **Note: If this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify that you agree to these terms each time you submit a request.*
- Choose the type of schedule you would like to submit.
 - A **Normal Schedule** can be for a single date or multiple dates, but each event will be in the same location and room at the same time of day. You can request up to a maximum of 20 dates on a normal schedule.
 - The **Recurring Schedule** is used for an event that takes place on a regular basis (Example: every Monday and Wednesday from October through December). These events will also be in the same location and room at the same time of day. You can enter up to a maximum of 100 dates on a recurring schedule.

Note: Any field marked with an orange line is a required field.

Scheduling Details

- Enter the **Event Title**.
- Enter an **Event Description** of the event you are requesting.
- Select the **Location** and **Room(s)** you would like to reserve for your event.
- If entering a **Normal Schedule**:
 - Enter the **Event Date(s)** by typing into the box or clicking on the dates in the calendar box to the right.
 - Enter the **Start Time** and **End Time**, making sure to select AM or PM in the drop down boxes.

Event Date(s) | 04/06/2015
04/08/2015
04/10/2015

April 2015							May 2015							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4							1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	
26	27	28	29	30			24	25	26	27	28	29	30	
							31							

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time | 5 | 00 | PM | End Time | 7 | 00 | PM |

• If entering a **Recurring Schedule**:

- Enter the **Start Time** and **End Time**, making sure to select AM or PM in the drop down boxes.
- Enter the **Start Recurrence** date.
- Choose your **Recurrence Pattern**.
 - Select **Daily** if your event will occur every day between the start and end dates.
 - If you choose **Weekly**, you can select if the event occurs every week, every 2 weeks, etc. Then put a check mark next to the days of the week that the event will occur.
 - If you choose **Monthly**, you can select the day of the month (for example, the 15th day of every 1 month) or you can choose the weekday of the month (for example, the second Monday of every 1 month).
- Enter the **End Recurrence** date.

- Click on the **Check Availability** button to make sure that you are not double booking a room.
- Your requested rooms will show at the top, and the time frame you've requested will show in yellow. If you see a black or red x in the box, there is already an event scheduled at that time. The system will allow you to proceed with entering your request even when a conflict is present but will likely slow the processing time of your request, and may result in the request being declined based on district policy. Please consult your organization on their policies regarding double booking.

Additional Information

- This section may or may not appear on your request form depending on how your Administrators set up your account.
- If this section does appear on your form, answer the available questions providing additional information for your event.

Organization Information

- Select your **Organization** that is requesting the facility from the drop down menu.
- Select the **Contact** in drop down box.
- If you need to purchase a short term insurance certificate for your event, follow the links included in this section.

Services

- The Services feature may or may not be available on the form.

Setup Requirements

- If **Maintenance Services** or **IT Services** are needed for your event check the box next to the service needed and enter a **Service Description** in the box.

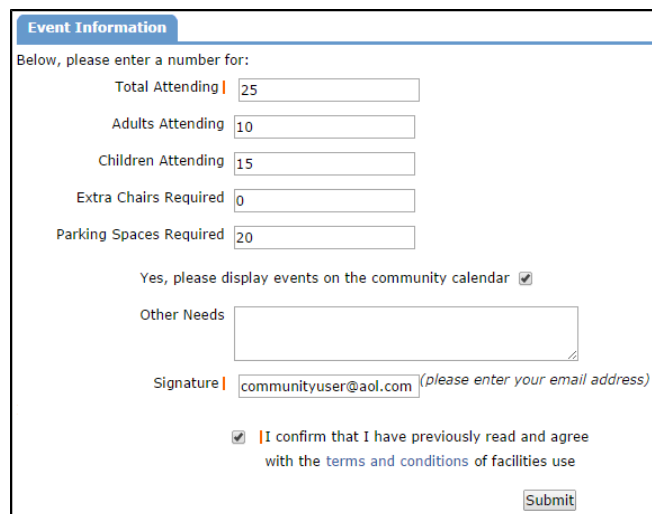
Setup Requirements	
Required Maintenance Services <input checked="" type="checkbox"/> Event Break Down <input checked="" type="checkbox"/> Event Setup	Service Description <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Please remove all table and chairs.</div> <div style="border: 1px solid #ccc; padding: 2px;">Please set up 25 chairs and 5 tables.</div>

Rental Requests

- If there are rental items available in this section, select the ones needed for your event, enter the **Quantity**, and write a **Rental Description**.

Event Information

- Enter **Total Attending**. You can also break this number into number of adults and number of children.
- Enter the number of **Extra Chairs Required** for the event.
- Enter the number of **Parking Spaces Required** for the event.
- Check the **Yes, please display events on the community calendar** if you would like this event to appear on the calendar.
- Enter any **Other Needs** if needed.
- Enter your email address in the **Signature** box.
- Check the box confirming that **I confirm that I have previously read and agree with the terms and conditions of facilities use**.
- Click **Submit** to save your request.



The screenshot shows a form titled "Event Information". Below the title, it says "Below, please enter a number for:". There are five input fields: "Total Attending" with the value 25, "Adults Attending" with 10, "Children Attending" with 15, "Extra Chairs Required" with 0, and "Parking Spaces Required" with 20. Below these is a checkbox labeled "Yes, please display events on the community calendar" which is checked. There is a text area for "Other Needs" which is empty. Below that is a "Signature" field with the email address "communityuser@aol.com" and a note "(please enter your email address)". At the bottom, there is a checkbox labeled "I confirm that I have previously read and agree with the terms and conditions of facilities use" which is checked. A "Submit" button is located at the bottom right of the form.

My Organizations Tab

- On the My Organizations tab you can review the Organization(s) that you have been approved to submit requests for.
- Clicking the Organization Name will take you to the Organization Information page where you can verify the Address and other important information including Insurance Information. Please contact your CommunityUse Administrator if any of the information is inaccurate or out of date.
- If you need to request events for another organization click on the **Request Another Organization** link to submit a request to be added to that organization.

My Settings Tab

- On the My Settings tab you can update your personal contact information or reset your password.
- Be sure to click **Submit** to save any changes.