

# How to Complete an Online Request for Facility Usage

Millard uses an online facility scheduling software, Community Use, to submit requests to use our facilities.

You can enter requests for facility usage by following these simple steps.

First, click on this link to access the Facility Use System:

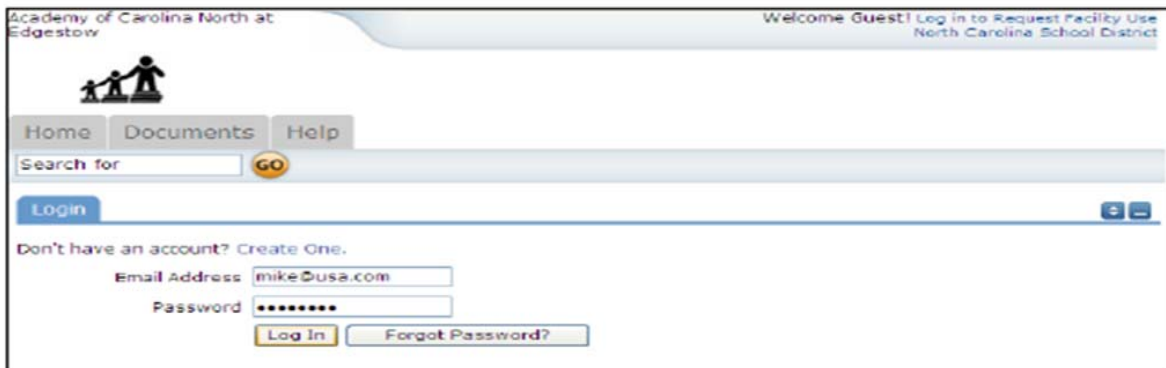
<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>

The link is also available at [www.mpsomaha.org](http://www.mpsomaha.org) and click on Activities, Athletics & Facilities then Facility Use.

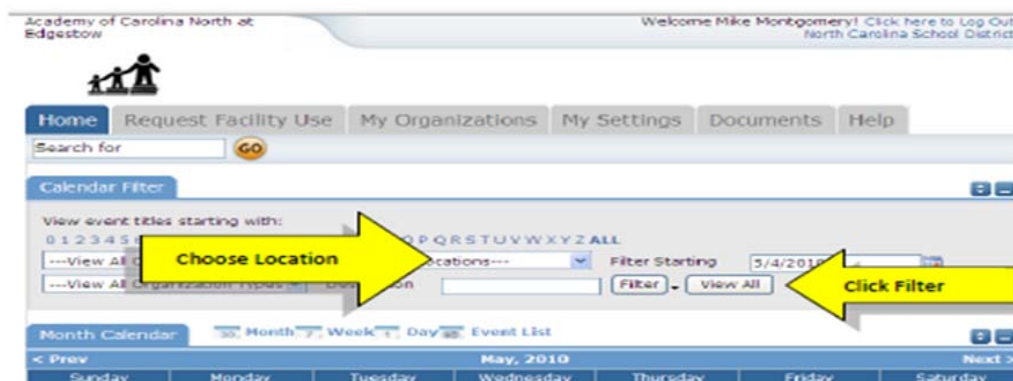
At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



If you have already registered, enter your login name and password into the form and click Login:



When you login, you will start on the Home tab. Here you can view the calendar. If no events are showing, be sure you have a Location selected. Anytime you make a filter choice on the Calendar, be sure to click the Filter button.

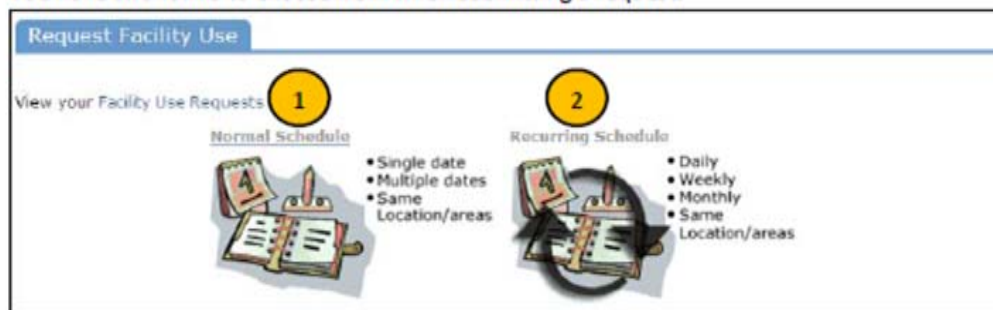


You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:



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.



You have two forms to choose from when submitting a request.



1. The Normal Schedule Form is the easier to use. It will allow you to request up to 20 events at one time. All of your events should be in the same room(s) at the same time over different days.
2. The Recurring Schedule form will allow even more events. You can choose up to 100 events with this form, and the events should be in the same room(s) at the same time over different days – and these days will happen on a recurring basis (e.g. every Monday and Wednesday for a month, or every Sunday for a year, etc.)

Let's start with a *Normal Schedule*.

You will be asked to fill in some required fields. These are indicated with an orange vertical line |

You can also 'hide' sections of the page by clicking on the  icon. You can use this feature to help minimize scrolling and to keep track of sections of the request page you have already completed. The  icon allows you to jump to different sections of the page.

CommunityUse - Add Normal Schedule Request

Scheduling Details Personalize

1 First Name Mike Last Name Montgomery

Event Title

Event Description

2 Locations Wolfpack HS

Rooms

- Select Room--
- Baseball field
- Softball field
- Auditorium, Main
- Green Room, Mens
- Green Room, Womens
- Football Field
- Locker Room: Girls
- Driver Ed Classroom
- Classroom 500

(Use the CTRL key to select multiple rooms.)

Event Date(s)

3

May 2010 June 2010

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

(Use the CTRL key to select multiple rooms.)

4 Start Time | 1 | 00 | AM End Time | 1 | 00 | AM

1. After you've entered your Event Title,
2. You will be asked to choose a Location & Room. You can select up to 50 rooms by using the CTRL key to highlight your choices.
3. You can enter the Event Date by typing in the date, or clicking on it from the calendar.
4. Then enter your event time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event.

[Check Availability](#)

5. You are required to

This feature will look for conflicts with events that have already been approved on the calendar. Your requested rooms will show at the top, and the time frame you've requested will show in a yellowish color. 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. This will

likely slow the processing time of your request, and may result in the request being declined based on district policy. Please consult the district or educational institution on their policies regarding double booking.

Check Availability		Close or Esc Key
06:00	AM	
07:00	AM	
08:00	AM	
09:00	AM	
10:00	AM	
11:00	AM	
12:00	PM	
01:00	PM	
02:00	PM	
03:00	PM	
04:00	PM	
05:00	PM	
06:00	PM	
07:00	PM	
08:00	PM	
09:00	PM	
10:00	PM	

For a **Recurring Schedule** follow the same steps as above with the exception of entering dates. The date range field will look like this:

Start Recurrence	<input type="text"/>		
Recurrence Pattern			
<input checked="" type="radio"/> Daily			
<input type="radio"/> Weekly	Recur every <input type="text"/> week(s) on:		
<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	
<input type="radio"/> Monthly	<input checked="" type="radio"/> Day <input type="text"/> of every <input type="text"/> month(s)		
	<input type="radio"/> The <input type="text"/> first <input type="text"/> day of every <input type="text"/> month(s)		h(s)
End Recurrence	<input type="text"/>		
<input type="button" value="Check Availability"/>			

### Recurrence Patterns:

- **Daily** – this is every day in the date range including weekdays and weekends
- **Weekly** – Use this for meetings on specific days of the week. Choose Recur every “1” week for your weekly meetings and then choose the day of the week as well
- **Monthly** – You can have a meeting on a specific date(like the 15<sup>th</sup>) of each month, or you can choose the second option which allows you to choose a floating date like the Second Weekday of Every 1 month. Choosing every 3 months would be a quarterly meeting and every 6 months for bi-annual meetings, etc.

Next you will select your Organization. Only the organization(s) you’ve been approved for will show in the list. You will be able to see ALL contacts with that group.

Organization Information

Organization: American Red Cross

Contact: --Select Contact--

Insurance expires on:

- Select Contact--
- Bill Shakespeare
- Coach K
- Greg Puckett

### Setup Requirements and Rental Requests:

Setup Requirements

**Required Maintenance Services**

Audio/Visual

Custodial

Heating/Ventilation /Air Conditioning

**Required IT Services**

Internet Connection

Projector

**Service Description**

**Rental Requests**

Charge Type	Quantity	Rental description
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If your organization has Setup Requirement enabled, you will be able to request special services. Simply check the box and then you can enter detailed setup information in the box. Some services may be limited to district use. There may be fees associated with some services.

Look under the Help tab and contact your district liaison for more information on services, availability and cost.

The screenshot shows a web form titled "Event Information" with a blue header bar. Below the title, it says "Below, please enter a number for:". The form contains several input fields and a checkbox, each with a yellow circle containing a number:

- 1**: A text input field labeled "Total Attending".
- 2**: A checkbox labeled "Yes, please display events on the community calendar" which is checked.
- 3**: A text input field labeled "Other Needs".
- 4**: A text input field labeled "Signature" with a note "(please enter your email address)".
- 5**: A "Submit" button.

There are also two empty text input fields for "Adults Attending", "Children Attending", "Extra Chairs Required", and "Parking Spaces Required".

### Event Information

1. **Total Attending** - Enter the approx. number attending
2. **Yes, please display events on the community calendar** – leave this box checked unless the district indicates otherwise.
3. **Other Needs**- Additional information about your request can be entered here. If you have Setup Requirements enabled, it is recommended that as much information be put in those fields as possible
4. **Signature/Terms & Conditions**- this is your Email address that you logged in with. It will need to match *exactly* and is case sensitive. You are also asked to confirm that you have read the Terms and Conditions. You can click the words 'terms and conditions' to review the district policy info.
5. **Submit** - After you have completed all required fields, entered your email signature and agreed to the Terms and Conditions, click "Submit" to enter your request.

If your request was successfully entered, the webpage will reload and you will see a message like this:

**Schedule #11111 has been saved!**

You should also receive an email notification confirming your request was received. Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.

Home Request Facility Use My Organizations My Settings Documents Help

Search for  **GO**

### CommunityUse - Request Facility Use List

Calendar Filter + -

View event titles starting with:  
 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

---View All Organizations---  ---View All Locations---  Filter Starting

---View All Organization Types  Description  **Filter**

Schedule #156718 has been saved!

[+ Request New Facility Use](#)

1 - 3 of total 3 listed Previous 20 Next 20

Schedule ID	Status	Location	Recurrence	Total Invoiced
Title	Schedule State	Room	Start Date	Total Paid
No Of Events	Organization		End Date	
	Declined Reason		Event Date(S)	
156718	Submitted	Community Center North	Non-recurring	\$0.00
Montgomery Meeting	Inactive	Viper Room	5/1/2010	\$0.00
5	Abrecadabra Dance Studio		5/8/2010	
			5/15/2010	
			5/22/2010	
			5/29/2010	

Please allow an appropriate amount of time for the request to be processed by the district. If you have any questions, refer to the Help tab for district contact information.

### My Organizations Tab:

You can come here to review the Organization(s) that you have been approved to submit request for.

Academy of Carolina North at Edgestow Welcome Mike Montgomery! Click here to Log Out North Carolina School District

Home Request Facility Use **My Organizations** My Settings Documents Help

Search for  **GO**

### My Organizations

Filtering + -

View Organization starting with:  
 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

[+ Request Another Organization](#)

1 - 1 of total 1 listed Previous 10 Next 10


Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Approved	Abrecadabra Dance Studio	commercial	101 E Sutton


[+ Request Another Organization](#) Previous 10 Next 10

[Print to PDF](#)

Clicking the Organization Name will take you to the Organization Information page, where you can verify Address and other important information including Insurance Information. Please contact your CommunityUse administrator if any of the information is inaccurate or out of date to have this updated.

Home Request Facility Use **My Organizations** My Settings Documents Help

Search for  

**Organization Information** 


Click here to ask administrator to update your organization information

Organization Name

Address

FEIN

Sales Tax Exemption No.  Tax Exempt?  Yes  No

**Insurance Information** 

Insurance Company

Policy Number

Coverage


Coverage Date  to

**My Settings Tab:**


You can come here to update your personal contact information or reset your password.


Be sure to click Submit to save any changes.

Academy of Carolina North at Edgestow Welcome Mike Montgomery! [Click here to Log Out](#)  
North Carolina School District



Home Request Facility Use My Organizations **My Settings** Documents Help

Search for  

**My Contact Settings** 


First Name  Last Name

Email Address

Phone Number

Cellular Number

Your Address

**My Community Settings** 

Old Password

New Password  Verify New Password

Check here to remove self from all event-related email notifications

Thank you for using the CommunityUse site to submit your online requests. Refer to the Help tab for contact information should you have any questions.