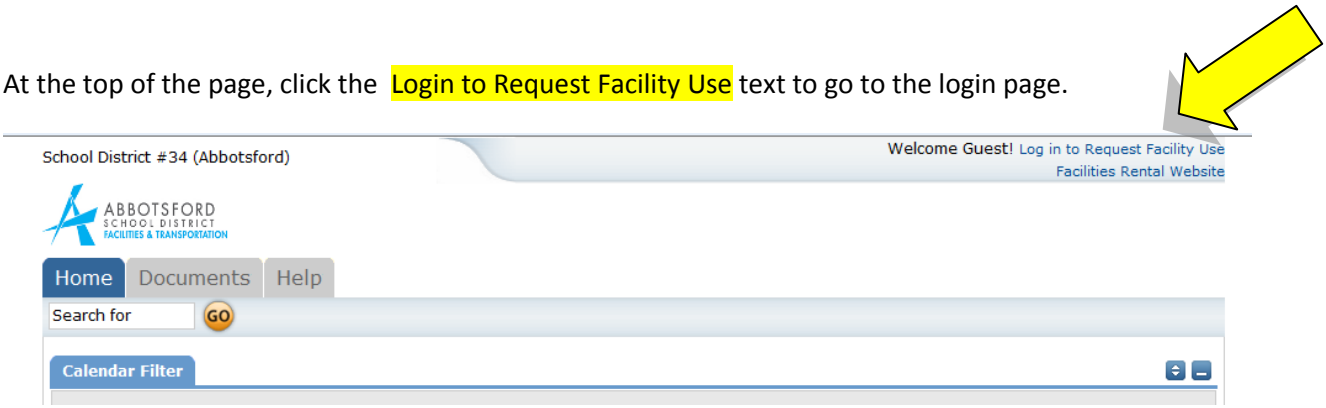
How to Login and Submit a Request

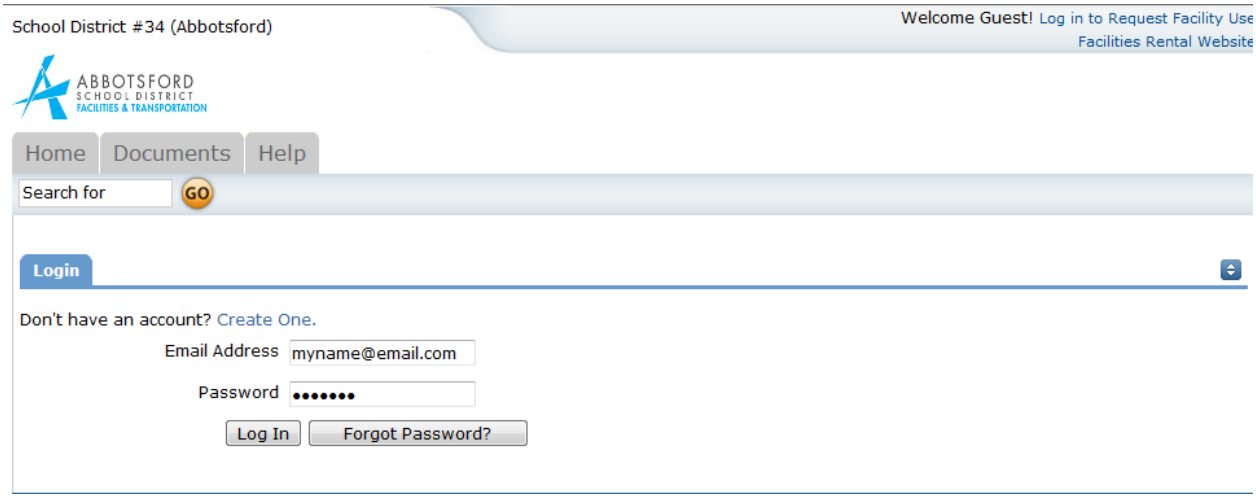
Login

Go to the following link: http://www.communityuse.com/default.asp?acctnum=322443776

At the top of the page, click the Login to Request Facility Use text to go to the login page.



Enter your login name and password and click the **Login** button:



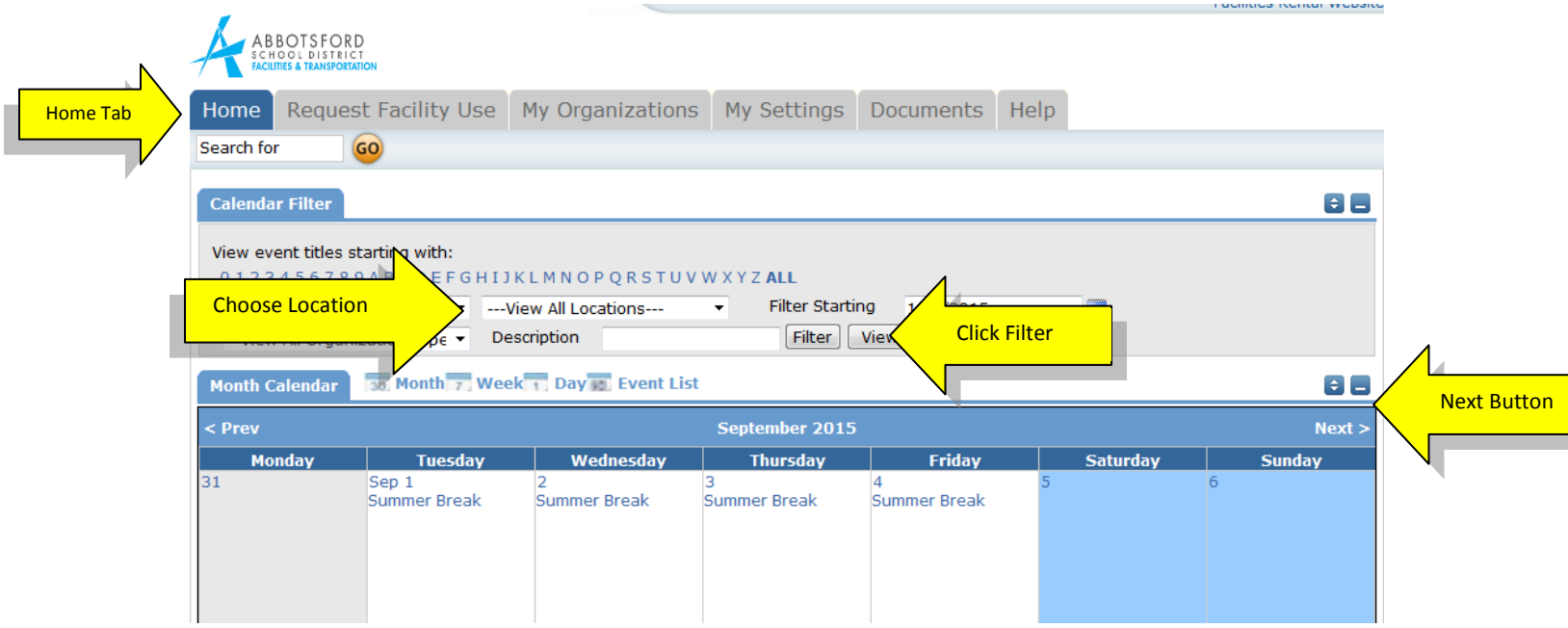
HOME PAGE TAB

When you login, you will start on the **Home** tab. Here you can view the calendar.

Select the **Location** (Name of School) that you wish to view from the drop down menu; then click the **Filter** button.

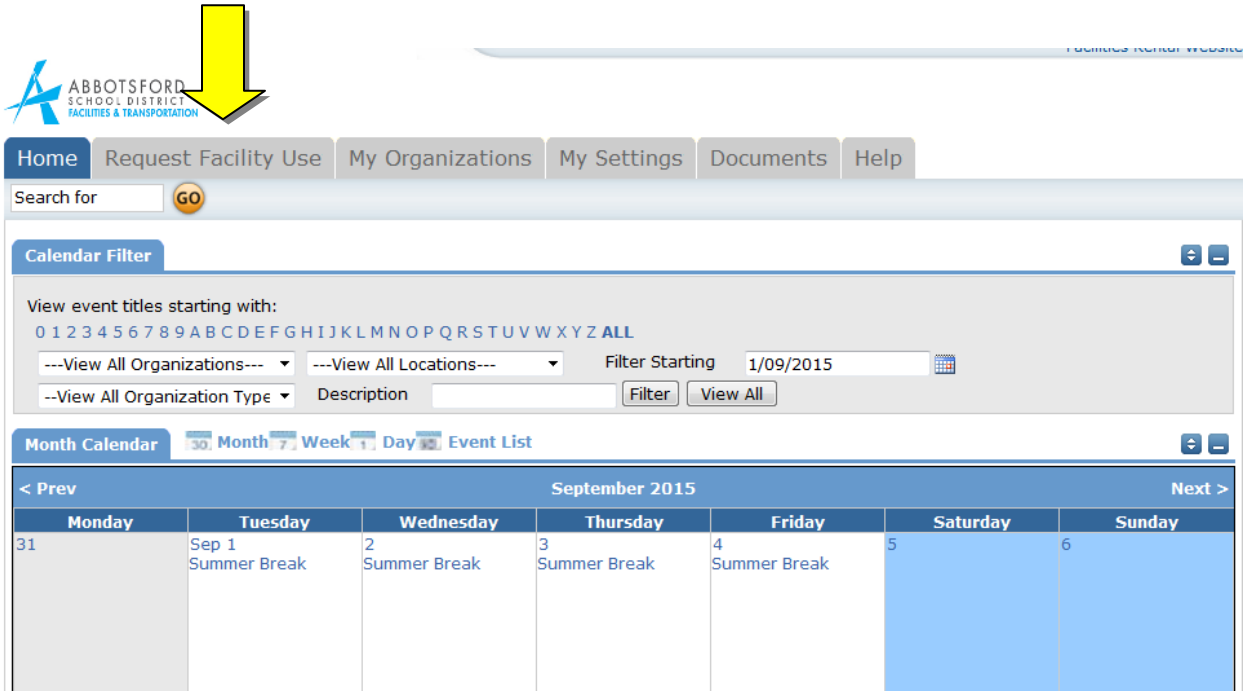
- **Note: Anytime you select a new Location, be sure to click the Filter button.**

Use the **Next** button to navigate to the month you would like to view.



TO MAKE A REQUEST

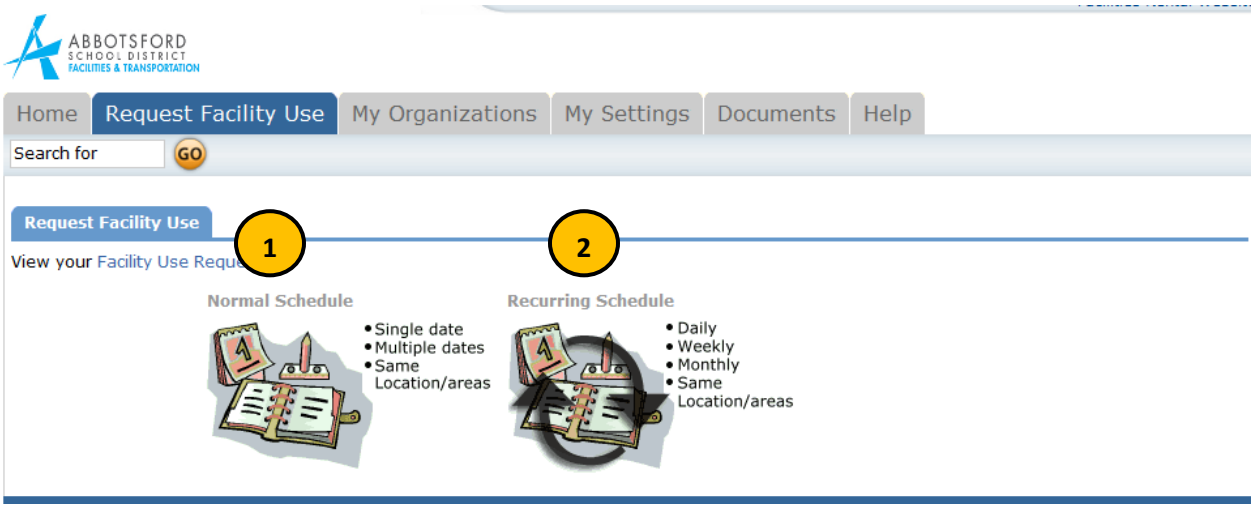
Click on the **Request Facility Use** tab.



Terms and Conditions

If this is your first time making a request through CommunityUse, you will be asked to read the Terms and Conditions that the district requires of user groups. You will also be asked to verify you agree to these Terms and Conditions each time you submit a request.

On the Request Facility Use Page, you will be able to choose between a **Normal Schedule** and a **Recurring Schedule**.



TERMINOLOGY	
Schedule:	A schedule is the same as a rental permit.
Event:	Each date that is booked on the schedule is called an Event.
Location:	Name of the School

1. Normal Schedule
   All Events are at one Location.
   Up to 20 Events can be on one Normal Schedule
   One room or several rooms can be booked on the same schedule.
   All of your events should be in the same room(s) at the same time over different days.

2. Recurring Schedule
   All Events are at one Location
   Up to 100 Events can be on one Recurring Schedule
   The events should be in the same room(s) one the same day and time – 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.)

Select the appropriate schedule for the booking you wish to then go to instructions to create the schedule:

Page 5 **Community Use – Add Normal Schedule Request Page**
Page 11 **Community Use - Add a Recurring Schedule.**

NOTE: If your request does not meet the criteria of the Normal or Recurring Schedule please email our booking clerk at SchoolRentals@sd34.bc.ca for assistance.

Community Use – Add Normal Schedule Request Page

Each section of the page has a heading and a blue horizontal line. The sections are:

- Scheduling Details
- Organization Information
- Set Up Requirements
- Rental Requests
- Event Information

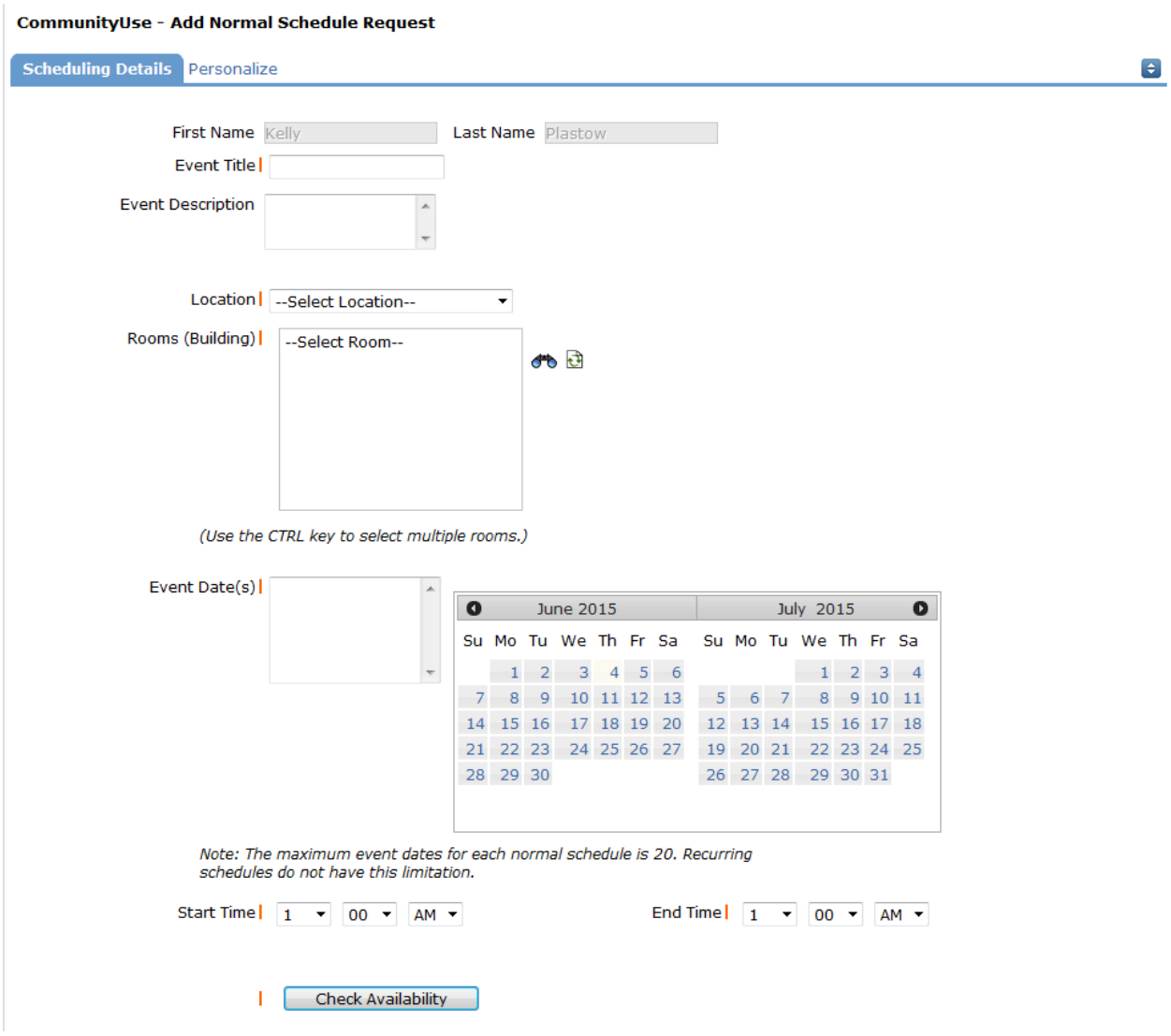
You can 'collapse' sections of the page by clicking on the icon. This feature can help minimize scrolling and to keep track of sections of the request page you have already completed.

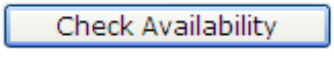
Use the icon to jump to different sections of the page.

Required fields are indicated an orange vertical line

Scheduling Details

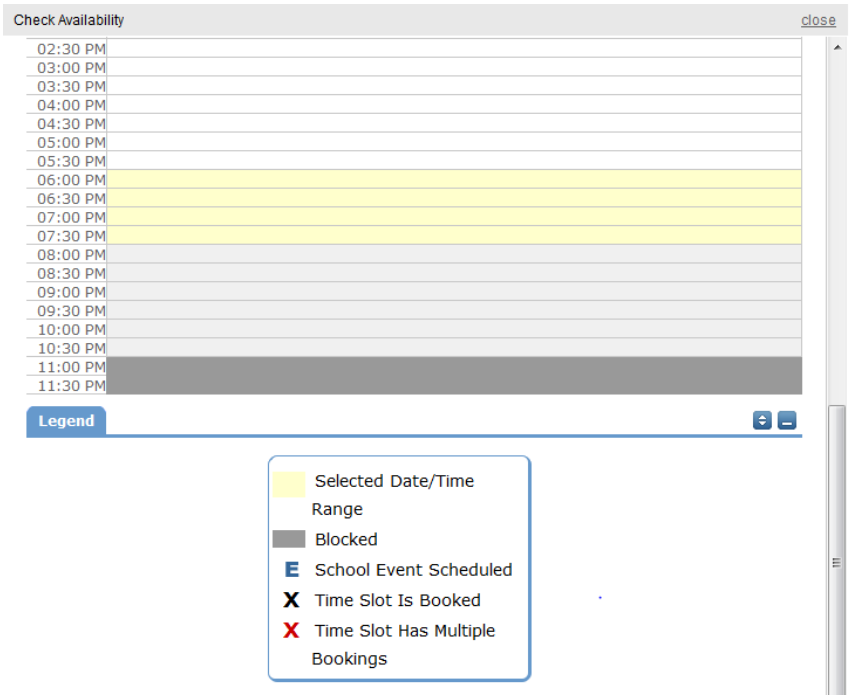
Your name will be autofilled into the First Name & Last Name fields.



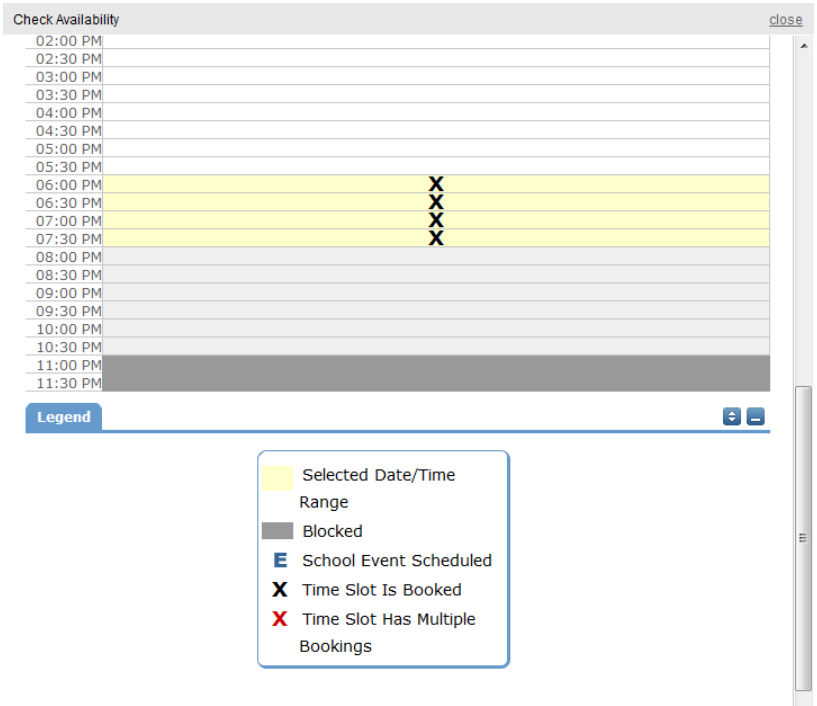
1. Event Title – (i.e. Girl Scout Meeting, Youth Soccer Practice, Choir Practice)
2. Choose a Location from drop down menu.
3. Choose Room(s) – To see a list of the rooms available at the location, click on the to the right of the Select Room Box. Check the rooms and click the OK button. The rooms you have selected will show as a list in the Select Rooms Box.
4. Choose Event Date(s) – Use the calendar to selec t your dates. The list of dates you have selected will appear in the Event Date(s) Box.
5. Choose your Start Time and End Time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event. Select AM or PM.
6. You must 

This feature will look for conflicts with events that have already been approved on the calendar.

The Check Availability window will appear. The rooms you have requested will appear at the top of the box and and the time frame you've requested will show in a yellowish color (you may need to scroll down to see the time frame).



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 submitting your request when a conflict is present. This will likely slow the processing time of your request, and will likely result in the request being declined.



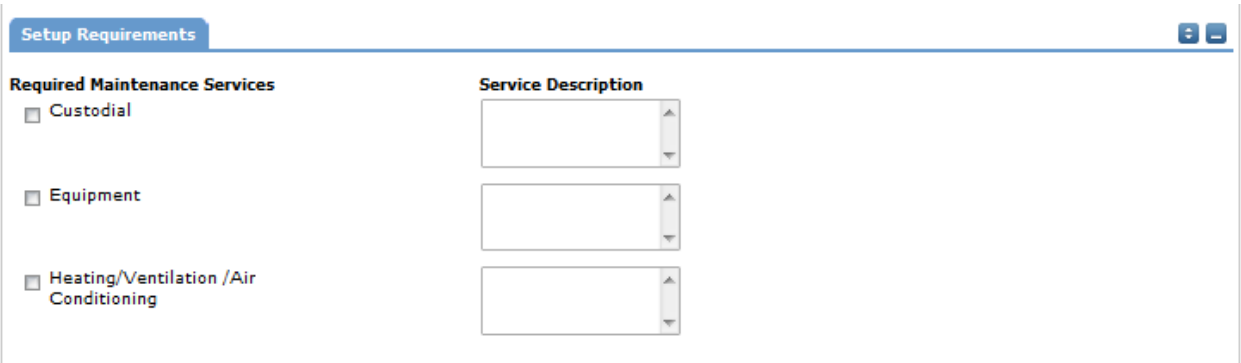
Organization Information

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 **Organization**.

Select your name as the contact for the schedule.

Setup Requirements and Rental Requests:



☐ Custodial – For Office Use. We will arrange custodial coverage.

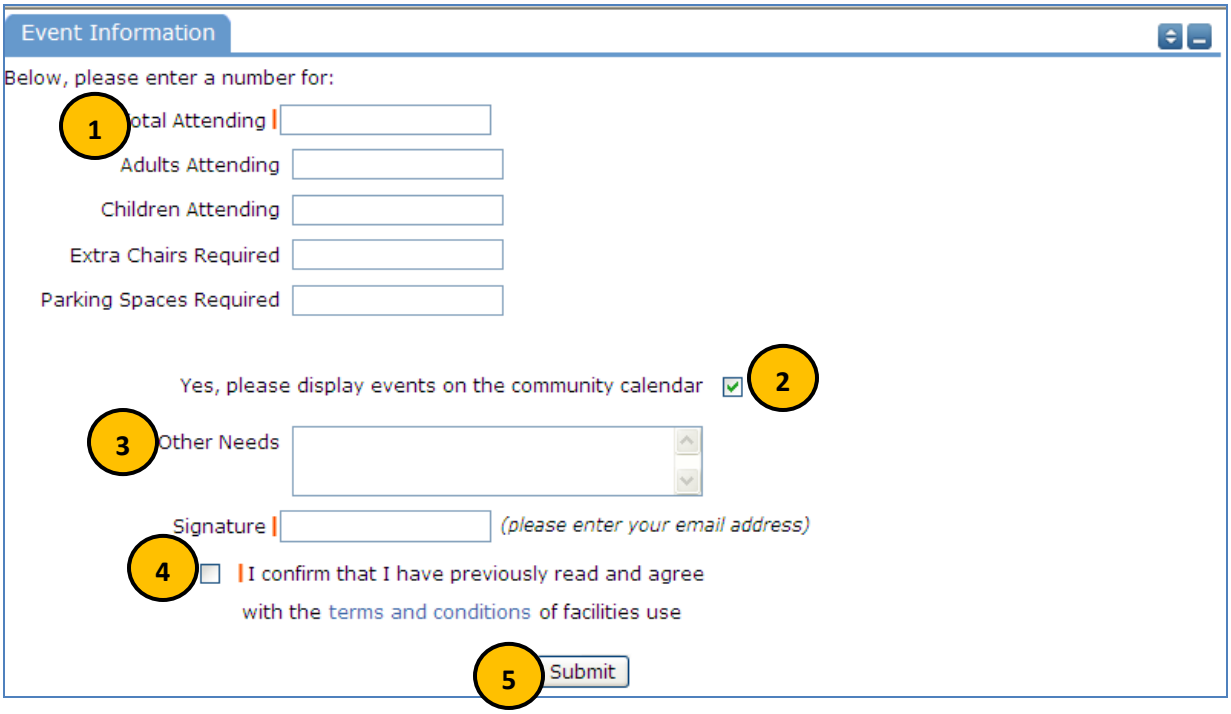
Custodial Charges will apply for the following:
If the regular custodian is not on duty we will schedule a casual custodian.
Extra custodial is required to clean after the event.
We will discuss charges with you at the time we are arranging the booking.

☐ Equipment – Click the check box and use the description box to describe the equipment you are requesting.

Generally groups should be providing their own equipment. We will make a request on your behalf to the school. The approval of equipment requests is at the discretion of the principal.

☐ Heating/Ventilation/Air Conditioning – For Office Use. We will arrange these services.

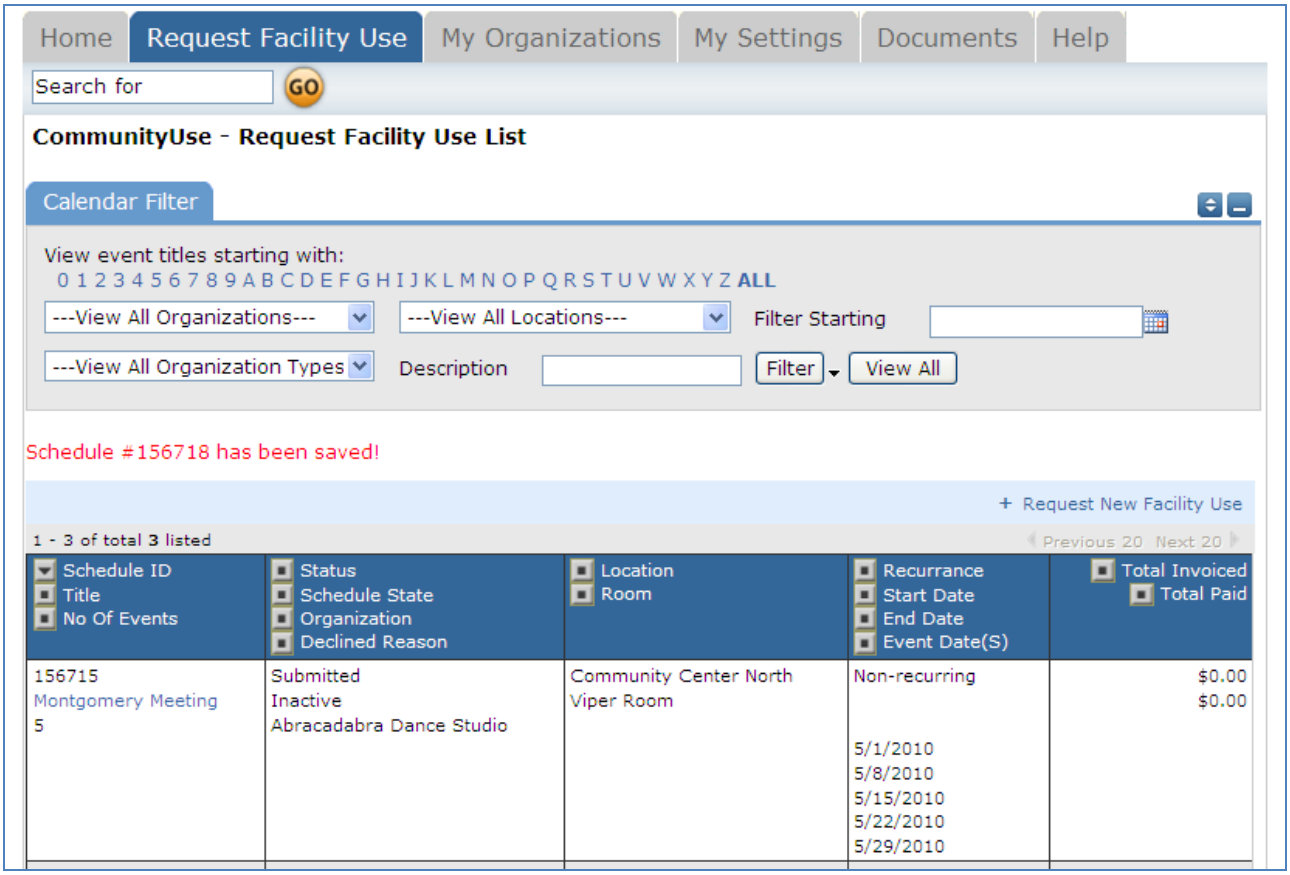
Event Information



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 #156718 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.



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 or contact us.

Community Use – Add Recurring Schedule Request Page

Each section of the page has a heading and a blue horizontal line. The sections are:

- Scheduling Details
- Organization Information
- Set Up Requirements
- Rental Requests
- Event Information

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Scheduling Details

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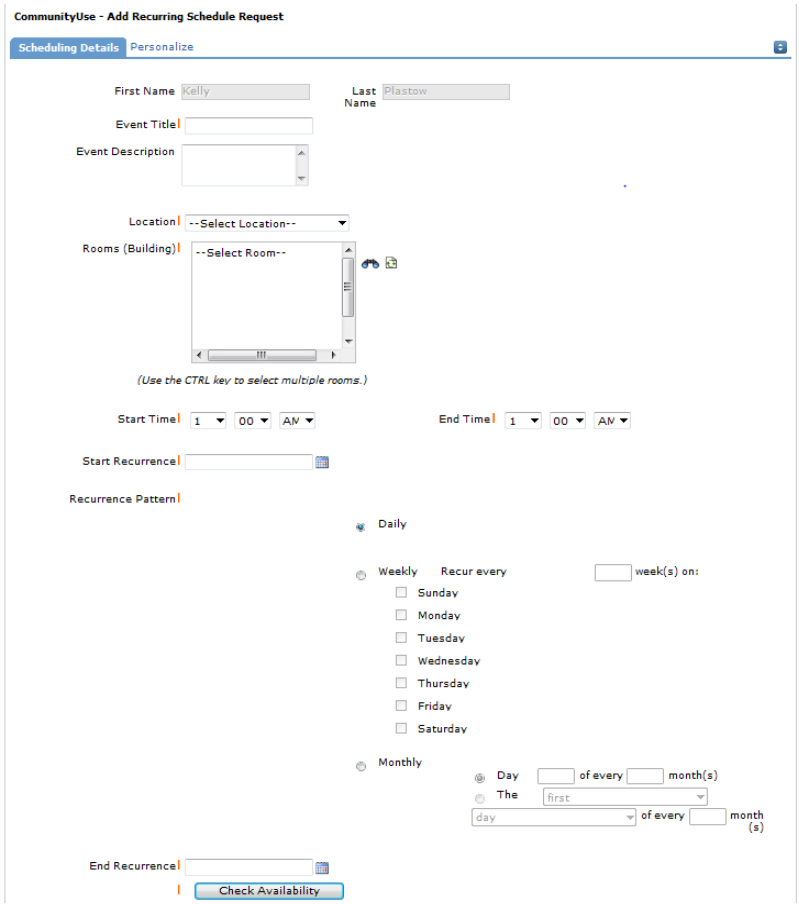
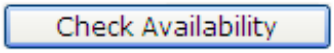


1. Event Title – (i.e. Girl Scout Meeting, Youth Soccer Practice, Choir Practice)
2. Choose a Location from drop down menu.
3. Choose Room(s) – To see a list of the rooms available at the location, click on the to the right of the Select Room Box. Check the rooms and click the OK button. The rooms you have selected will show as a list in the Select Rooms Box.
4. Choose your Start Time and End Time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event. Select AM or PM.
5. Start Recurrence – Use the calendar to select the first date of the recurring booking
6. Recurrence Patterns:
    a. **Daily** – this is *every* day in the date range <u>including weekdays and weekends</u>
    b. **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
    c. **Monthly** – You can have a meeting on a specific date(like the 15th) 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.
7. End Recurrence – Use the calendar to select the last date of the recurring booking
8. You must 

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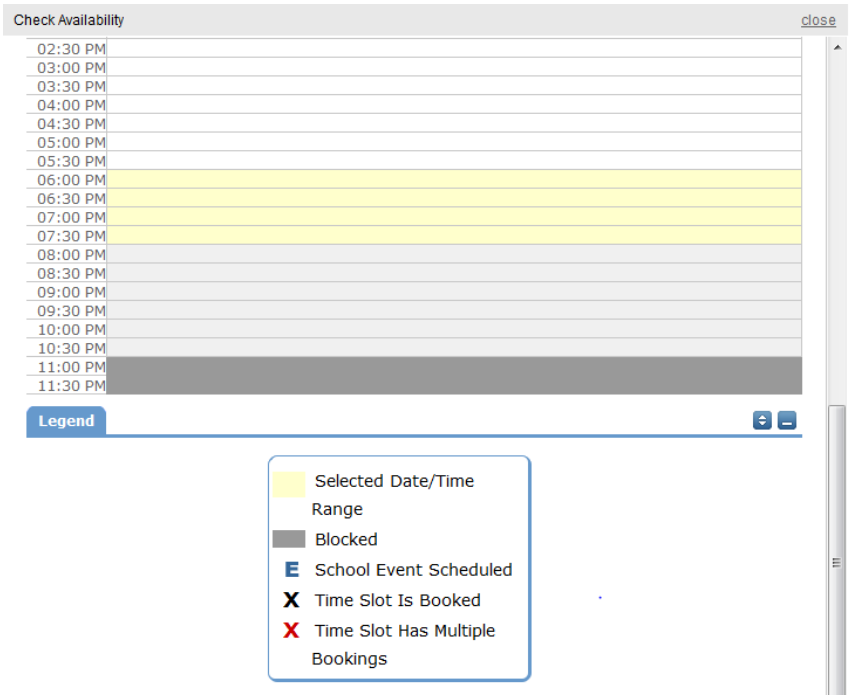

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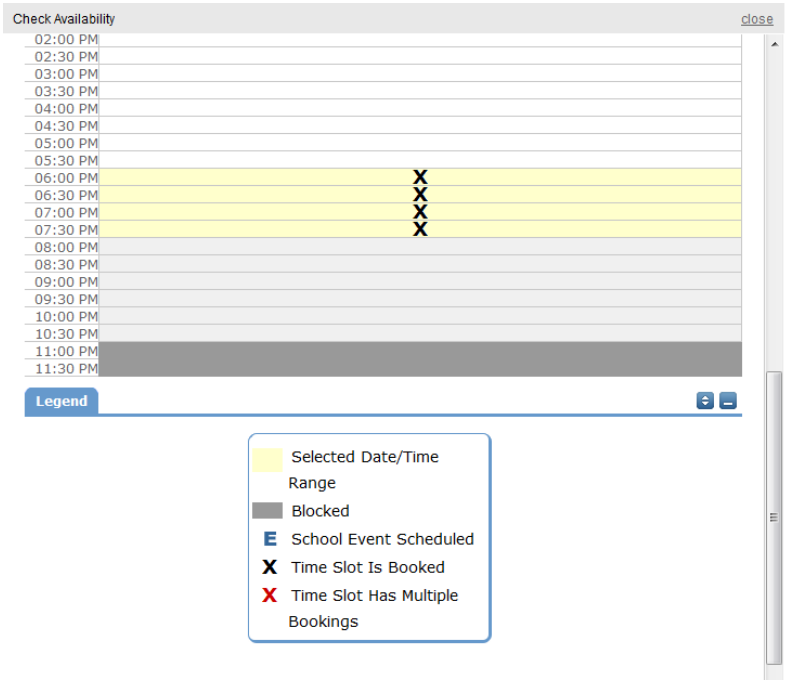

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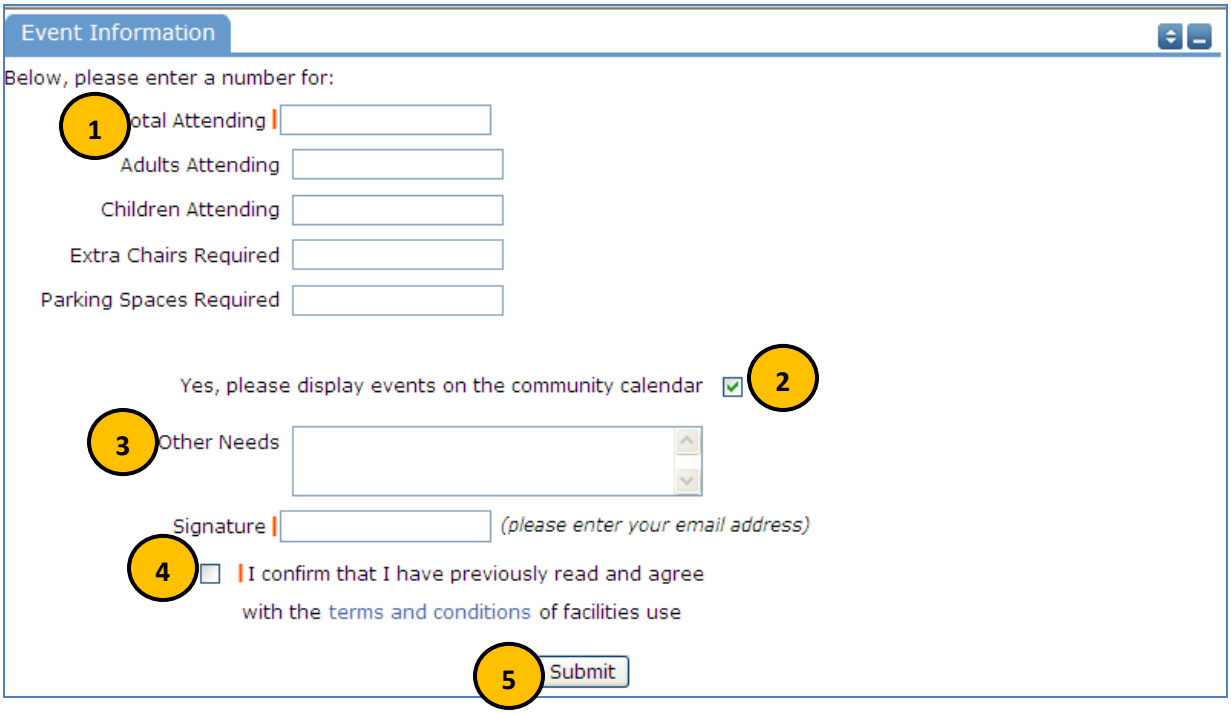

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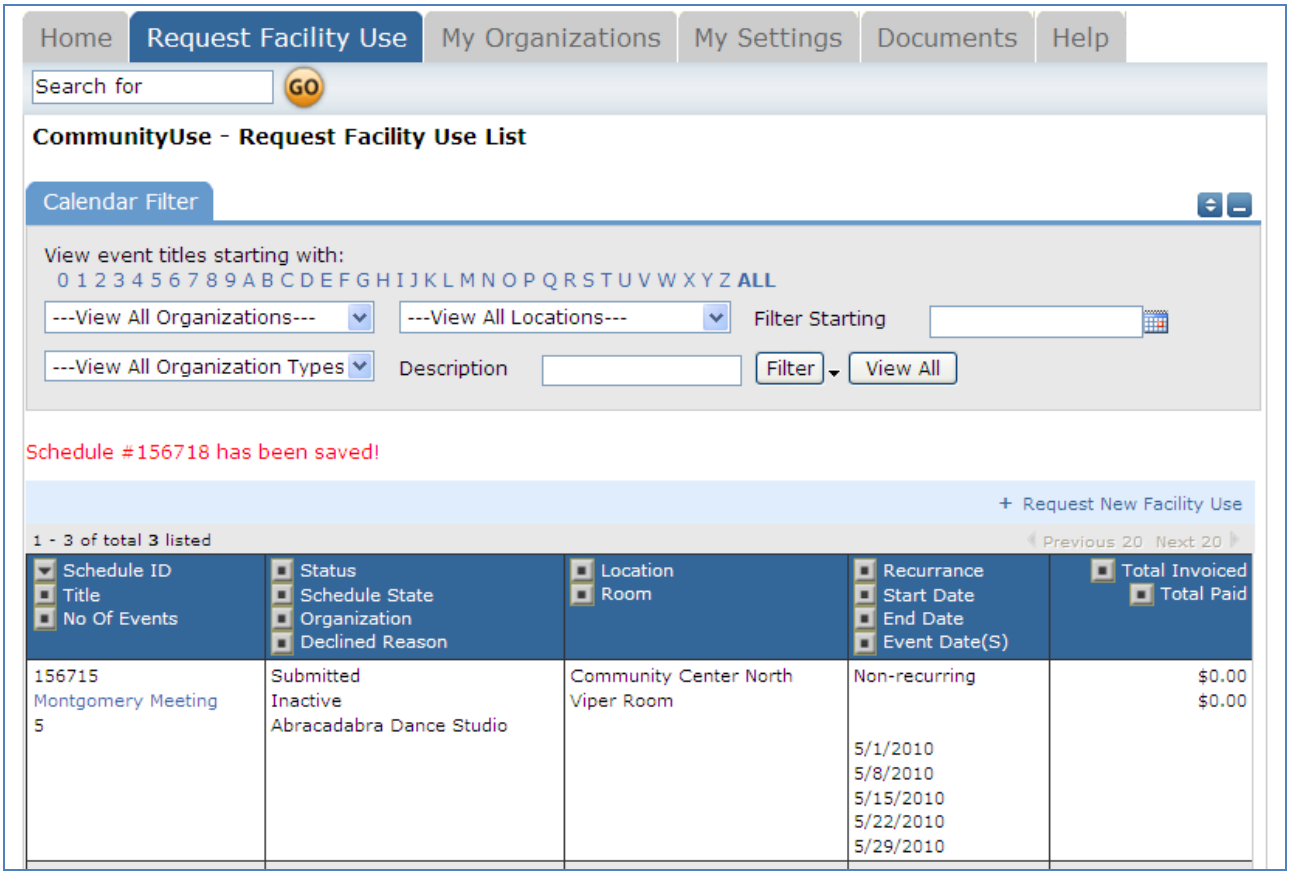
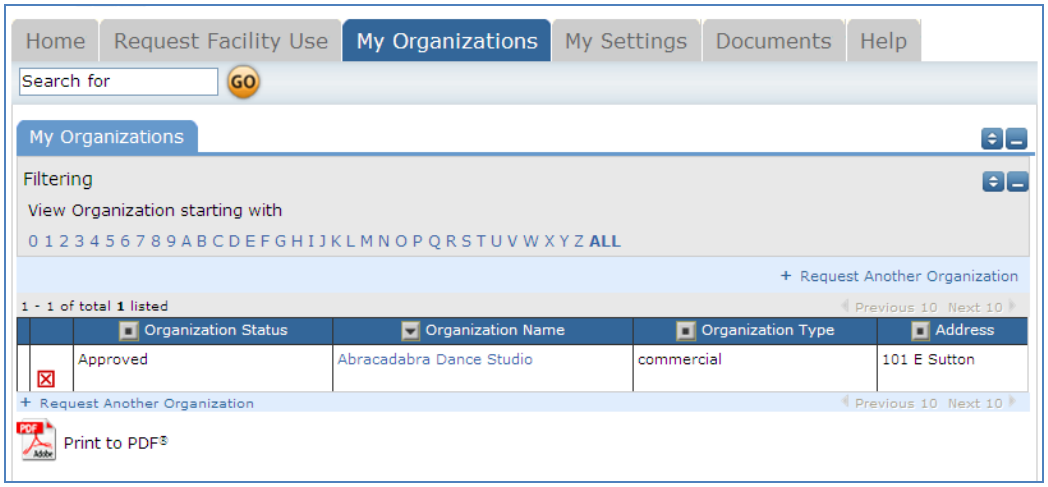


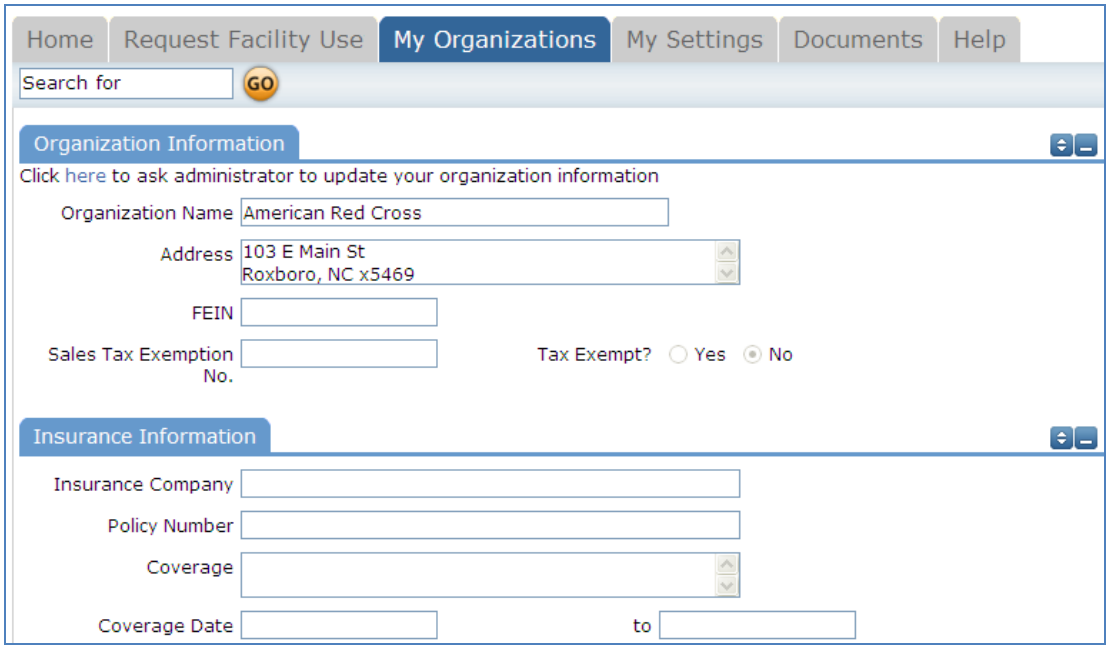
Please allow an appropriate amount of time for the request to be processed by the district. If you have any questions, refer to the Help tab for district contact information.

My Organizations Tab

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



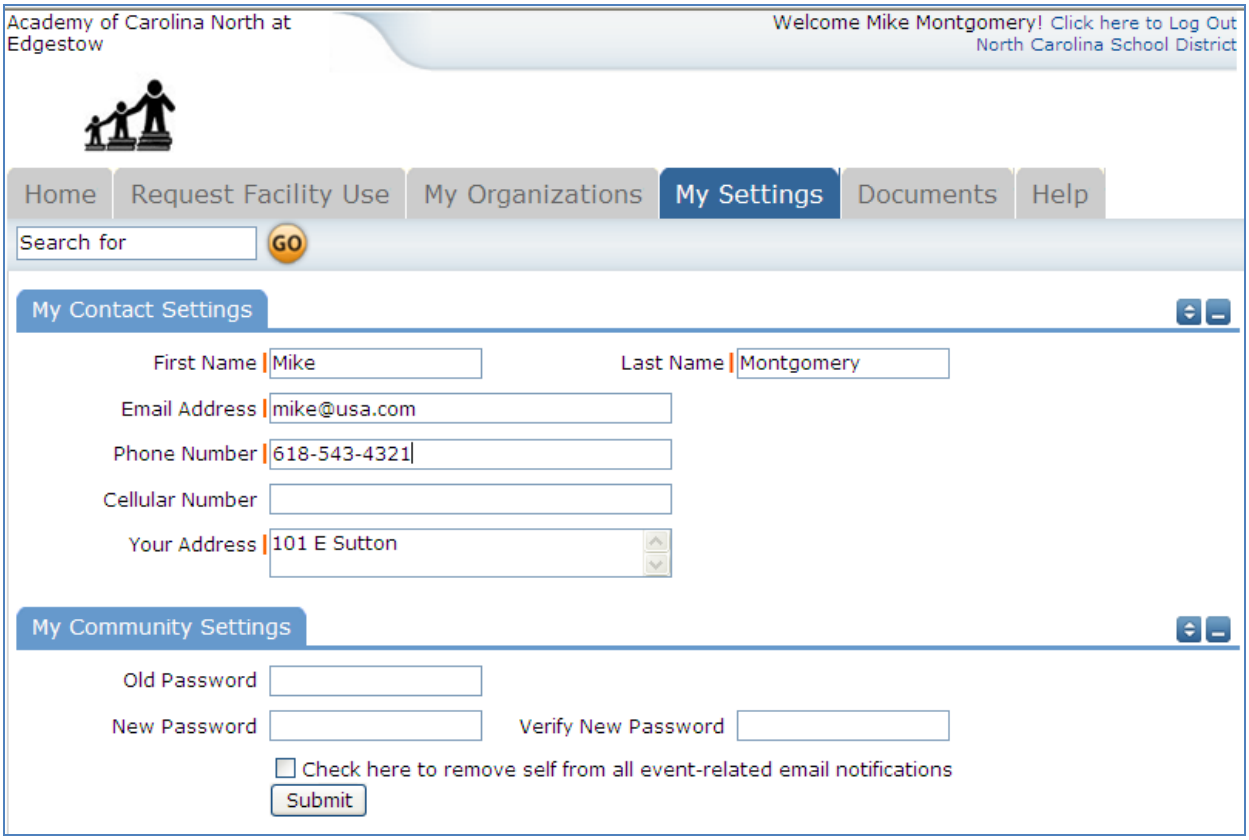
Clicking the Organization Name will take you to the Organization Information page, where you can verify Address and other important information including **Insurance Information**. Please contact your CommunityUse administrator if any of the information is inaccurate or out of date to have this updated.



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.



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.

Please Log Out each time you are done using the system.