



How to Submit a Request

- Click on the **Request Facility Use** tab. **Note: If this is your first time making a request through Community Use, you will be asked to read the terms and conditions. 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.

Facility Use Request Wizard

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

Step 1 - Search

- Enter the **Event Title**.
- Enter an **Event Description**.
- 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) | 04/17/2017
04/18/2017
04/19/2017

March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

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

Start Time | 4 | 00 | PM | End Time | 7 | 00 | PM |

- If entering a **Recurring Schedule**:
 - Enter the **Start 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 1 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.

Start Time | 5 | 00 | PM | End Time | 9 | 00 | PM |

Start Recurrence | 3/6/2017 |

Recurrence Pattern |

Daily

Weekly Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Monthly

day of every month(s)

The first day of every month(s)

End Recurrence | 8/1/2017 |

- Click on the **Search** button to make sure that the room you are requesting is available.

Step 2 - Availability

- 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.
- If the selected rooms are available at your desired time, click **Next** to proceed with your request.
- To change the room, date, or time of your request, click **Previous** to make new selections.

Step 3 - Event Details

Additional Information

- 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 the drop down box.

Setup Requirements

- If **Maintenance 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

Event Break Down

Event Setup

Service Description

Break down tables and chairs.

Need custodian after hours. Setup 200 chairs and 20 tables.

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 the event to appear on the calendar.
- Enter any **Other Needs** if needed.

File Attachments

- Attach a file to your schedule request by clicking the **Add New File** link.
- Browse your computer for the file and select it. You can also enter a **File Description**. Click **Submit**.

- The attached file will now be listed in the File Attachments section at the bottom of the schedule. **Note: There is no limit to the number of files that can be attached; however, the total size of all uploaded files on the schedule must be less than 5 MB.*

Signature

- Enter your email address in the **Signature** box.
- Check the box stating that **I confirm that I have previously read and agree with the terms and conditions of facilities use.**
- Click **Save** to submit your request.

Step 4 - Confirmation

The Confirmation page will give you the Schedule ID number for your request and a summary of the event information. You can print this page for your records.