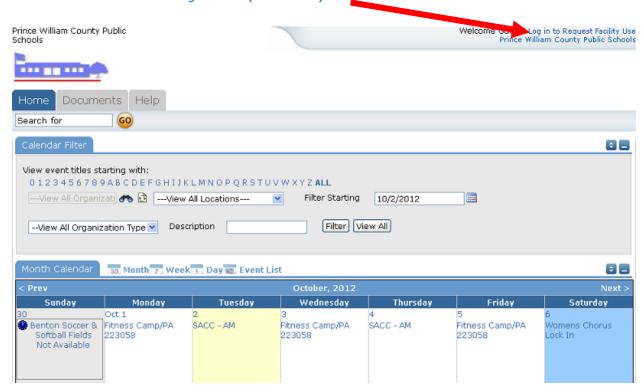# HOW TO CREATE A COMMUNITY USE ACCOUNT WITH PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

Before submitting a request to use a school facility, applicants must become a "user" of PWCS by creating a personal account via the "Community Use" Web site. Please follow the instructions outlined below to ensure your request is completed accurately. On average, registration takes less than five minutes. ☺NOTE: If you have already registered, you do not need to complete this process again.
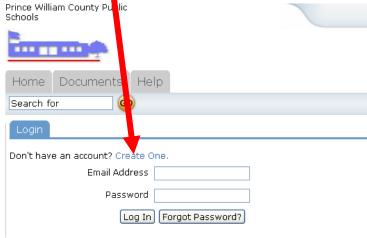
1. Begin by accessing the following website:
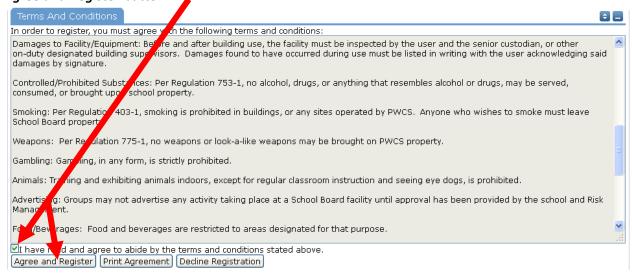> https://www.communityuse.com/default.asp?acctnum=805183456

2. Once the page loads, a calendar will display as follows. To begin the registration process, click on the blue text which reads "*Log in to Request Facility Use.*"

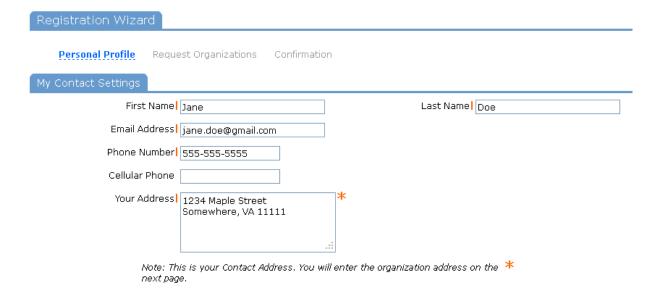**3. On the next page, click the *Create One* link to get started.**

4. You must agree to the "Terms and Conditions" before the registration process may take place. Once you have reviewed them, check that you have read the terms by clicking on the box. Then click on the *Agree and Register* button.

Terms And Conditions

In order to register, you must agree with the following terms and conditions:

Damages to Facility/Equipment: Before and after building use, the facility must be inspected by the user and the senior custodian, or other on-duty designated building supervisors. Damages found to have occurred during use must be listed in writing with the user acknowledging said damages by signature.

Controlled/Prohibited Substances: Per Regulation 753-1, no alcohol, drugs, or anything that resembles alcohol or drugs, may be served, consumed, or brought upon school property.

Smoking: Per Regulation 403-1, smoking is prohibited in buildings, or any sites operated by PWCS. Anyone who wishes to smoke must leave School Board property.

Weapons: Per Regulation 775-1, no weapons or look-a-like weapons may be brought on PWCS property.

Gambling: Gambling, in any form, is strictly prohibited.

Animals: Training and exhibiting animals indoors, except for regular classroom instruction and seeing eye dogs, is prohibited.

Advertising: Groups may not advertise any activity taking place at a School Board facility until approval has been provided by the school and Risk Management.

Food/Beverages: Food and beverages are restricted to areas designated for that purpose.

☑ I have read and agree to abide by the terms and conditions stated above.

[Agree and Register] [Print Agreement] [Decline Registration]

5. Complete the first step of the registration wizard by filling in basic info about the individual representing the organization. Any field with an |(orange vertical bar) icon next to it is required information.

Step 1 of 3: Personal Profile

Registration Wizard

Personal Profile   Request Organizations   Confirmation

My Contact Settings

First Name| Jane   Last Name| Doe

Email Address| jane.doe@gmail.com

Phone Number| 555-555-5555

Cellular Phone [   ]

Your Address| 1234 Maple Street   *
Somewhere, VA 11111

Note: This is your Contact Address. You will enter the organization address on the next page. *

6. Complete your personal profile by selecting a password for your account.

IMPORTANT: DO NOT check this box. If checked, you will not be notified your account has been approved.

Password Settings

Password| ●●●●●●●   Verification| ●●●●●●●

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

[Save & Next] [Cancel]

Be sure to click on the *Save & Next* button once all required fields are completed.

7. On the next page, fill in the name and address of the organization wishing to use the facility. Do not select an *Organization Type* from the drop-list. Once the required information is completed, click the *Add Organization* button.

Registration Wizard

Personal Profile   **Request Organizations**   Confirmation

Request Your Organization

Organization Name | Sunny Days Crafts

Organization Type ---Select Organization Type-- ▾

Organization Address | 5678 Pine Way
Somewhere, VA 11111

NOTE: If the organization's address is the same as the contact address, click this box to simply add the information entered on the previous page.

☐ Use Your Contact Address as Organization Address
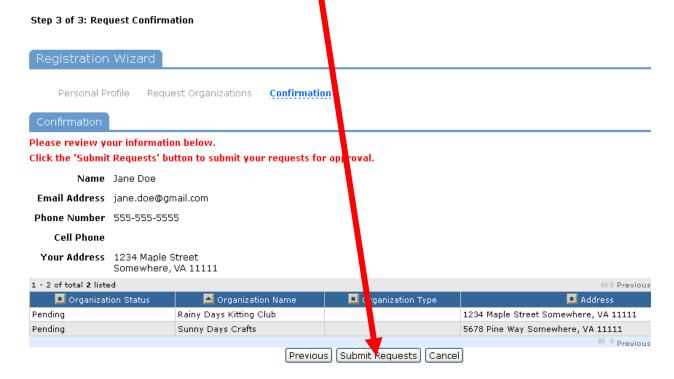
[Add Organization]

8. The organization will now appear below under the *Requested Organization List* section, denoted by "*Pending*" under the Organization Status column. To schedule events for more than one organization, fill in the name and address of the additional organization and click the *Add Organization* button to place it on the request list.

NOTE: To delete an organization, which has already been added, click the red box with an 'X' next to the unwanted submission to remove it from the list.

Confirmation

Organization Name |

Organization Type ---Select Organization Type-- ▾

Organization Address |

☐ Use Your Contact Address as Organization Address

[Add Organization]

Requested Organization List

1 - 2 of total **2** listed   Previous 10 Next 10

☐ Organization Status	☐ Organization Name	☐ Organization Type	☐ Address
Pending	Rainy Days Kitting Club		1234 Maple Street Somewhere, VA 11111
Pending	Sunny Days Crafts		5678 Pine Way Somewhere, VA 11111

Previous 10 Next 10

[Previous] [Save & Next] [Cancel]

9. Once all organizations have been submitted click on the *Save & Next* button at the bottom of the screen.

10. Before submitting the request, the system will ask that the information be reviewed. To correct a request, simply click on the *Previous* button at the bottom of the screen and edit the information. If everything looks OK, click on the *Submit Requests* button instead.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile   Request Organizations   **Confirmation**

Confirmation

Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

Name	Jane Doe
Email Address	jane.doe@gmail.com
Phone Number	555-555-5555
Cell Phone	
Your Address	1234 Maple Street Somewhere, VA 11111

1 - 2 of total **2** listed   ◄◄◄ Previous

Organization Status	Organization Name	Organization Type	Address
Pending	Rainy Days Kitting Club		1234 Maple Street Somewhere, VA 11111
Pending	Sunny Days Crafts		5678 Pine Way Somewhere, VA 11111

◄◄◄ Previous

[Previous] [Submit Requests] [Cancel]

11. You should then see the below confirmation screen. Congratulations! You have registered for an account with PWCS. Requests are typically approved within 24 hours of the submission or the following business day if submitted after the close of business on a Friday. If your request for an account has exceeded the 24-hour period, please contact 703.791.7435 or send an email to minortd@pwcs.edu to inquire about the status.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile   Request Organizations   **Confirmation**

Confirmation

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

If you have any questions, contact Tiffany Minor at 703.791.7435 or minortd@pwcs.edu.