

HOW TO SUBMIT A COMMUNITY USE REQUEST FOR 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. If you have not created an account, please do so first. The directions outlined below should be followed to ensure the request to use the facility is properly received. On average, this process takes 10 minutes.

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 scheduling your activity, click on the blue text which reads “Log in to Request Facility Use.”

Prince William County Public Schools

Welcome Guest! [Log in to Request Facility Use](#)
Prince William County Public Schools

Home Documents Help

Search for

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 Type Description

Month Calendar Month Week Day Event List

October, 2012							
Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next
	30 Benton Soccer & Softball Fields Not Available	Oct 1 Fitness Camp/PA 223058	2 SACC - AM	3 Fitness Camp/PA 223058	4 SACC - AM	5 Fitness Camp/PA 223058	6 Womens Chorus Lock In

3. Enter an email address and password then click the Log In button.

Prince William County Public Schools

Home Documents Help

Search for

Login

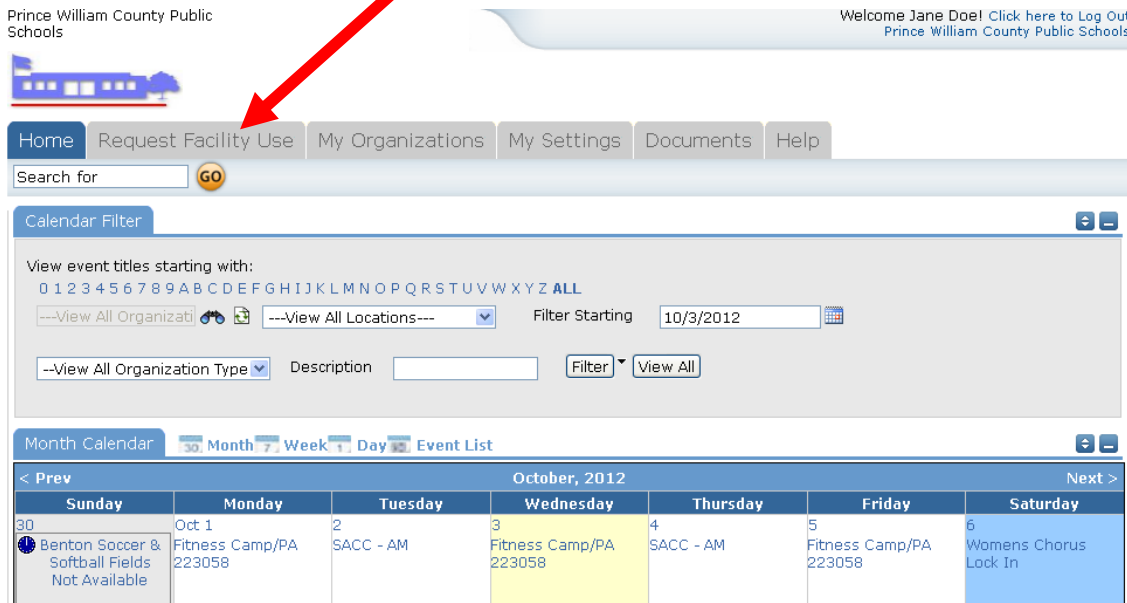
Don't have an account? [Create One.](#)

Email Address

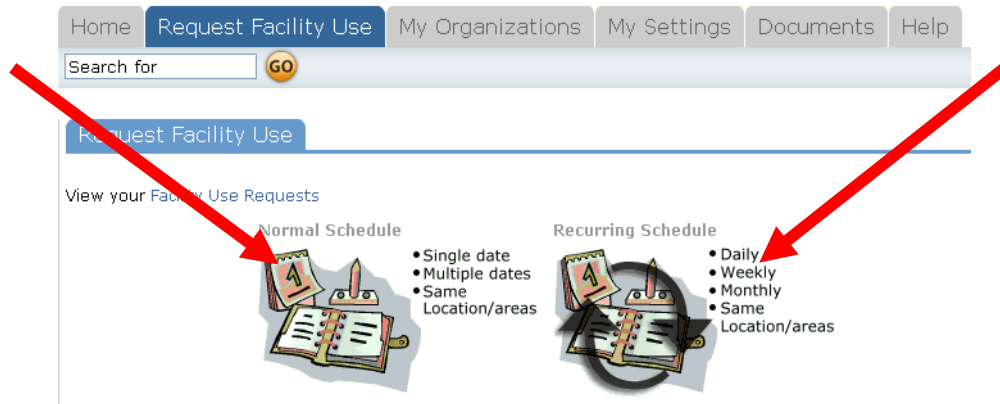
Password



NOTE: If you have forgotten the password, you can click the “Forgot Password?” button and type in the email address used when registering. Your password will be emailed to you.

4. After logging in, additional tabs at the top of the screen become available. Click on the tab which reads "Request Facility Use" to begin your request.

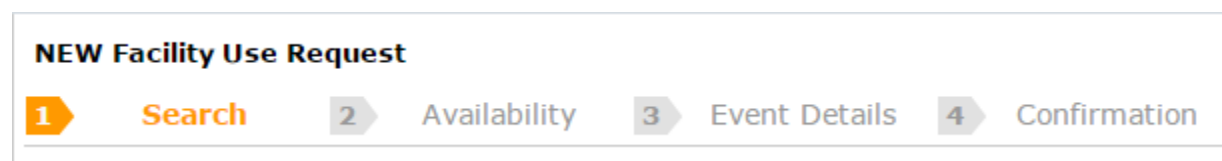


5. Two scheduling options are provided: the normal and recurring schedule. Select the option which best suits your scheduling needs.



<p>Normal Schedule</p> 	<ul style="list-style-type: none"> • Most Common schedule type • Single or multiple dates • Same time, location, area(s) • Can book up to 20 single dates • Example: Meetings taking place in a classroom.
<p>Recurring Schedule</p> 	<ul style="list-style-type: none"> • Pattern schedule • Daily, weekly, monthly • Same location areas • Can book up to 100 dates • Example: A group which meets Mondays and Wednesdays at the same time each day in the same room.

As of August 2015, the application process has been broken down into four steps: **Search**, **Availability**, **Event Details** and **Confirmation**. Each step is designated by a separate screen:



6. On the **Search** page, begin by filling in basic information regarding the request. Any field with an “|” (orange vertical bar) icon next to it is required information.

Home Request Facility Use My Organizations My Settings Documents Help

Search for

CommunityUse - Add Normal Schedule Request

Scheduling Details Personalize

First Name Last Name

Event Title |


Event Description

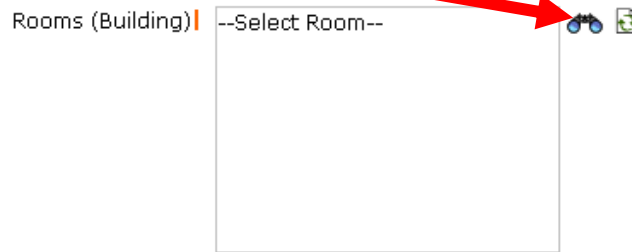
Location |

Rooms (Building) |

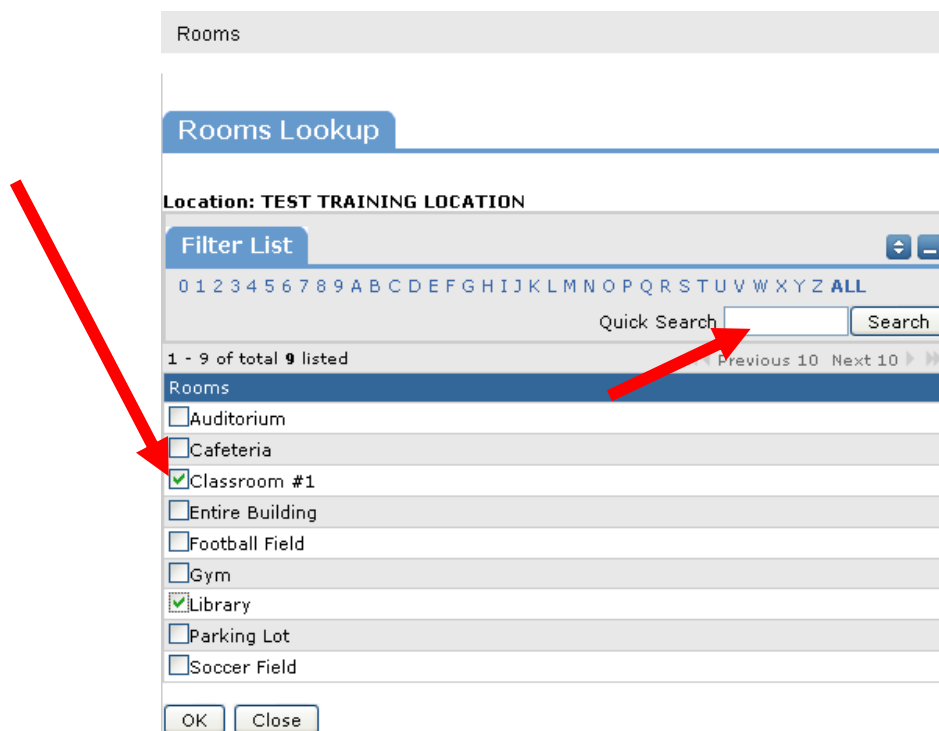
(Use the CTRL key to select multiple rooms.)


First Name / Last Name:	This will automatically populate based upon information supplied when the account was set up. These fields cannot be changed.
Event Title:	Text field specifying the name of the activity taking place.
Event Description:	Optional field. Explanation of the planned event. If the title is vague or you want to provide additional details regarding the activity, use this field.
Location:	This drop-list allows you to select the school site you want to reserve.
Rooms (Building):	The area you wish to use. You <i>must</i> first pick a Location to view rooms.

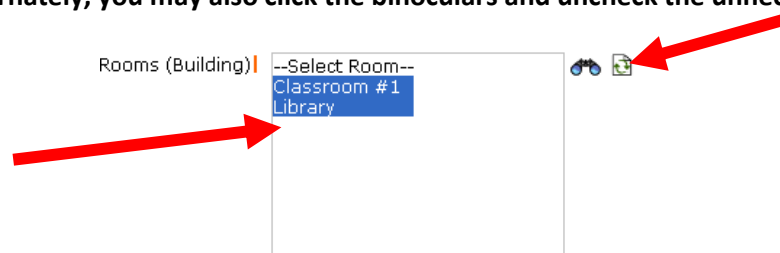
7. Rooms are selected by clicking on the  (binoculars) icon next to the "--Select Room--" field. This will cause a separate pop-up window to appear listing all available areas at the chosen location.



8. To select a room, click on the box next to the name of the room. A green checkmark appears. To unselect a room, click on the box to clear the checkmark. You may also use the Quick Search feature to find rooms by typing in a name and clicking the *Search* button. The system will complete partial searches (e.g. type in "cafe" instead of "cafeteria"). Once the rooms are selected, click the *OK* button.



9. To clear unintentionally added rooms, click the  (refresh) icon. Keep in mind that this will clear *all* selected rooms. Alternately, you may also click the binoculars and uncheck the unnecessary room(s).



From this point forward, the directions for selecting event dates will vary depending upon the type of schedule selected (“Normal” or “Recurring”).

CHOOSING DATES FOR A NORMAL SCHEDULE

Choose the dates you want to use the school facility. Click on the day from the calendar to add them to the Event Date(s) field:

The screenshot shows a form with an "Event Date(s)" field containing the dates "07/04/2012" and "08/15/2012". To the right is a calendar for July and August 2012. A red arrow points from the text "Click on the day from the calendar" to the date "15" in the calendar. Another red arrow points from the text "add them to the Event Date(s) field" to the date field.

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

Select the start and end time of the event. **This time frame should INCLUDE your set-up and breakdown times as well.**

The screenshot shows two time selection fields. The "Start Time" field has dropdowns for "4", "30", and "PM". The "End Time" field has dropdowns for "6", "00", and "PM". A red arrow points to the "4" dropdown in the start time field.

CHOOSING DATES FOR A RECURRING SCHEDULE

If the recurring schedule option was not selected, [click here to skip to Page #7](#) and continue with the submission process.

Select the start and end time of the event. **This time frame should INCLUDE your set-up and breakdown times as well.** Then choose the date the activities will start.

The screenshot shows three input fields. The "Start Time" field has dropdowns for "3", "00", and "PM". The "End Time" field has dropdowns for "5", "00", and "PM". The "Start Recurrence" field contains the date "10/1/2012" and a calendar icon.

For a **weekly** recurring schedule:

Recurrence Pattern |


Daily

Weekly Recur every week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

- Select the Weekly Recurrence Pattern. An activity taking place once a week for an entire year would “**Recur every 1 week(s)**” **NOT every 52 weeks.**
- Select the days you wish the event to recur (Monday through Sunday) by clicking on the box next to the day. A green checkmark will appear. Unselect the day by clicking on the box once more.

End Recurrence | 

- Set an End Recurrence date.
- Click on the *Check Availability* button.

For a **monthly** recurring schedule:

Determine the type of monthly schedule required. If the activity will occur on a day of the month, without regard to the day, then use the first option as noted in red below (*Example: a meeting which will occur every 2nd day of the month, regardless if it is Monday, Tuesday, Wednesday, etc..*). If the activity will occur on a specific day of the month, then select the second option as noted in green below (*Example: a meeting which will take place the 2nd Monday of every month*). Only one type of monthly schedule may be selected.

Monthly

Day of every month(s)

The of every month(s)

- Select the Monthly Recurrence Pattern. An activity taking place once a month for an entire year would “**Recur every 1 month(s)**” **NOT every 12 months.**
- Select the day the event will recur (Monday through Sunday) by selecting it from the drop-list (if applicable).

End Recurrence | 

- Set an End Recurrence date

10. Once you have selected your event dates and times, click the button located at the bottom left hand corner of the screen.

NEW Facility Use Request

1 Search 2 **Availability** 3 Event Details 4 Confirmation

11. The **Availability** screen is where the system will display any conflicts.

NEW Facility Use Request

1 Search 2 **Availability** 3 Event Details 4 Confirmation

Location: TEST TRAINING LOCATION

Rooms Selected:

123 -Art room

Date range: 8/11/2015 to 8/12/2015

Selected time: 4:00 PM to 8:30 PM

Half Hourly Increment

Room Availability

	Tue 08/11	Wed 08/12
12:00 AM		
12:30 AM		
01:00 AM		
01:30 AM		
02:00 AM		
02:30 AM		
03:00 AM		
03:30 AM		
04:00 AM		
04:30 AM		
05:00 AM		
05:30 AM		
06:00 AM		
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02:00 PM		
02:30 PM		
03:00 PM		
03:30 PM		
04:00 PM		
04:30 PM		
05:00 PM		
05:30 PM		
06:00 PM		

12. At the bottom of the screen, there will be an indication that the page is “Processing, please wait...” as follows:

09:30 PM		
10:00 PM		
10:30 PM		
11:00 PM		
11:30 PM		

Previous **Next**

Processing, please wait...

13. Once you have finished checking the availability, click the **Next** button located at the bottom left hand side of the screen. **NOTE: You do not need to wait for the screen to finish processing before clicking the button.**

NEW Facility Use Request

1

Search

2

Availability

3

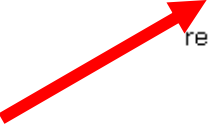
Event Details

4


Confirmation

14. On the **Event Details** screen, the **Additional Information** block poses questions to determine the type of organization utilizing the building. Organizations, which are not affiliated with PWCS, need only to answer the questions pictured below (first four questions).


Additional Information


 PWCS has established crisis response protocols for groups using facilities. These guidelines are intended to provide standard procedures to follow during emergency situations. Please review the [Crisis Response Protocols for Community Use \(PDF\)](#) document. Information has been reviewed:


 Yes
 No


 Would this organization be able to provide proof of general liability insurance? NOTE: Internal PWCS organizations and Prince William County government agencies are not required to provide proof of coverage.

 Yes
 No


 Can this organization provide proof of non-profit status?

 Yes
 No


 Is this organization a sports league or recreational in nature or conducting events which can be considered recreational in nature?

 Yes
 No


15. Use the drop-lists to select the organization holding the event(s) along with a contact. Only organizations which you have registered will be available. The system will advise if the selected organization's insurance has expired, but it will still allow you to schedule the activity.

Organization Information

Organization:

Contact:

Insurance expires on:



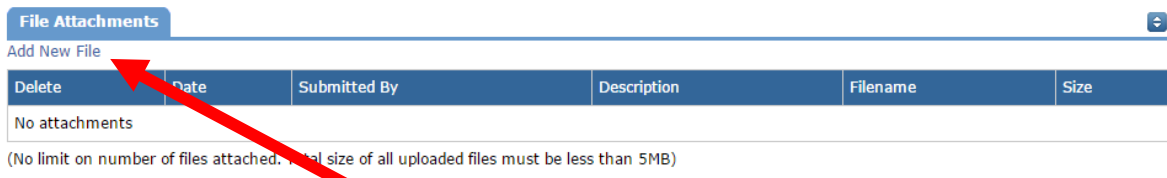
16. Select the necessary set-up requirements by clicking in the box beside the maintenance service. **If the activity takes place indoors, you must select the Heating/Ventilation/Air Conditioning option and type something in the service description area.**

Setup Requirements	Service Description
<input type="checkbox"/> Audio/Visual	
<input type="checkbox"/> Bleachers	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Food Services	
<input checked="" type="checkbox"/> Heating/Ventilation /Air Conditioning	in areas specified
<input type="checkbox"/> Performance Lights & Sound	
<input type="checkbox"/> Security	
<input type="checkbox"/> Sound System	

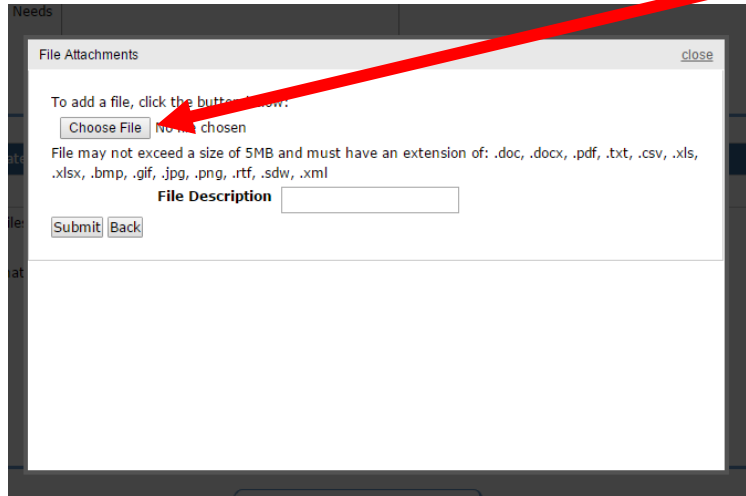
17. Specify the estimated number of attendees. Optionally, the total number may be broken down by adults and children.

Event Information
Below, please enter a number for:
Total Attending <input type="text"/>
Adults Attending <input type="text"/>
Children Attending <input type="text"/>
Extra Chairs Required <input type="text"/>
Parking Spaces Required <input type="text"/>
Yes, please display events on the community calendar <input checked="" type="checkbox"/>
Other Needs <input type="text"/>

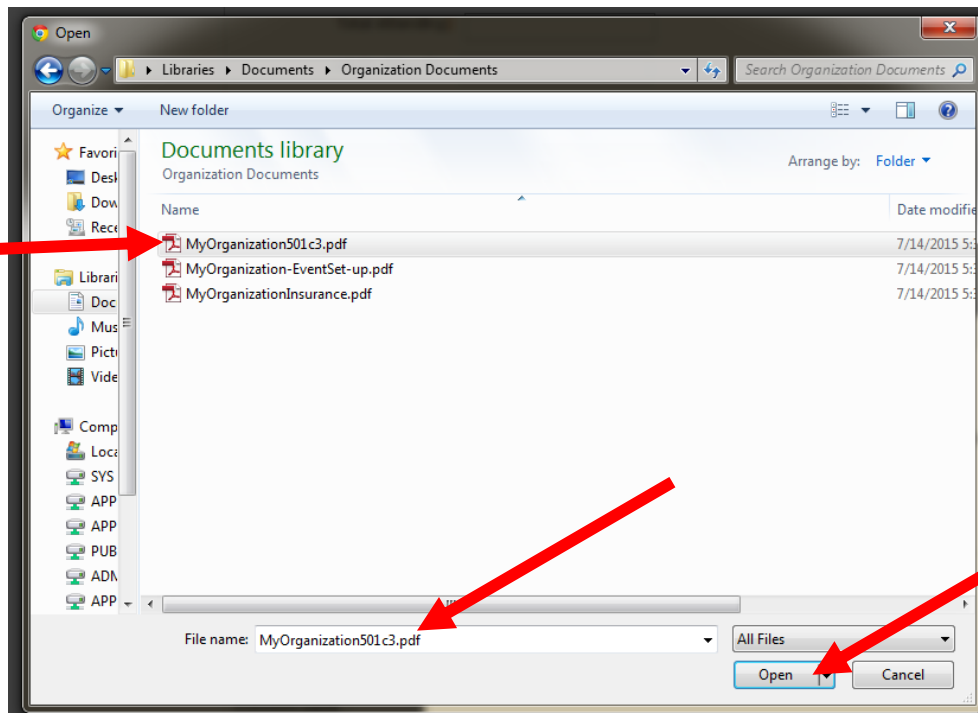
18. As of August 2015, users now have the ability to attach and send files along with their facility use request! Useful documents to upload may include, but are not limited to 501(c)(3) status, general liability insurance, and set-up details/floorplans for your event.



19. To upload a document, click on the **Add New File** link. From the pop-up screen, click the **Choose File** button to browse your computer to upload a file.



20. Choose the file you want to upload by clicking on it; the selected file will show in the File Name field. Then click the Open button to upload it.



21. The file selected is now displayed. A short description for the uploaded document may also be provided. Once all details of the file have been completed, click on the Submit button.

File Attachments close

To add a file, click the button below:

MyOrganization501c3.pdf

File may not exceed a size of 5MB and must have an extension of: .doc, .docx, .pdf, .txt, .csv, .xls, .xlsx, .bmp, .gif, .jpg, .png, .rtf, .sdw, .xml

File Description

22. The uploaded file will now become a part of the request for use of a facility. Only one file may be added at a time, but additional files may be uploaded by clicking on the Add New File link and completing the steps outlined. The total size limit for all files must be less than or equal to 5MB.

File Attachments close					
Add New File					
Delete	Date	Submitted By	Description	Filename	Size
<input checked="" type="checkbox"/>	8/19/2015 10:14:49 AM	Test Login - Tiffany Minor	Non-Profit - Quilters Club	MyOrganization501c3.pdf	62.64 KB

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

23. Enter the email address used to log in and check that the Terms and Conditions were previously read. Then click on the Save button.

Signature | (please enter your email address)

I confirm that I have previously read and agree with the [terms and conditions](#) of facilities use

24. If the request is successfully submitted, a confirmation screen will appear with the details of the reservation. At this time, the schedule has been saved, assigned a 6-digit ID, and routed to the school location of use for approval. The ability to print the details of the request is available by clicking the "Print This!" icon at the bottom.

Confirmation



The following request has been submitted.

Please contact [Tiffany Minor](#) if you have any questions about your request.

Schedule ID 383127

Event Title TEST EVENT

Location TEST TRAINING LOCATION

Rooms (Buildings) 123 -Art room

Event Dates 8/11/2015
8/12/2015

Start Time 4:00 PM

End Time 8:30 PM

Name HOA Property

Phone Number 703-555-5555

Email property@management.blah



Print This!

If you experience any technical difficulties while submitting your request and require assistance, please call 703.791.7435 or send an email to minortd@pwcs.edu. Should you have questions regarding the submission of your request, please have readily available the 6-digit assigned ID number, so the event(s) may be easily retrieved.