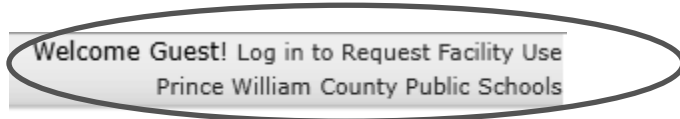


HOW TO SUBMIT A REQUEST TO USE A SCHOOL

SUBMITTING YOUR RESERVATION

1. Navigate to the *CommunityUse* website, via <https://www.communityuse.com/default.asp?acctnum=805183456>.
2. Log into your account. Locate and click on the text stating, "Welcome Guest! Log in to Request Facility Use." Also take note that the system does indicate you are logging into an account specific for PWCS.



3. On the "Login" page, enter your full email address and click "Log In." If you have forgotten the password, click the "Forgot Password?" button and type in the email address used when registering. The system will email the account information.

Prince William County Public Schools



Home Documents Help

Search for GO

Login

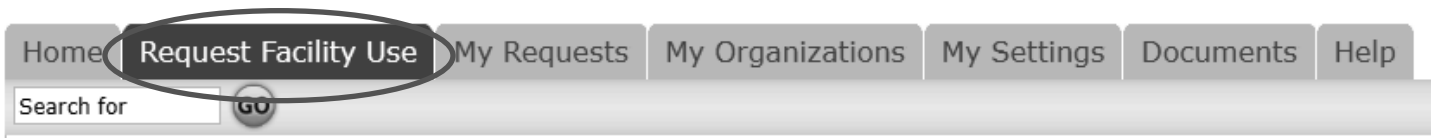
Don't have an account? Create One.

Email Address

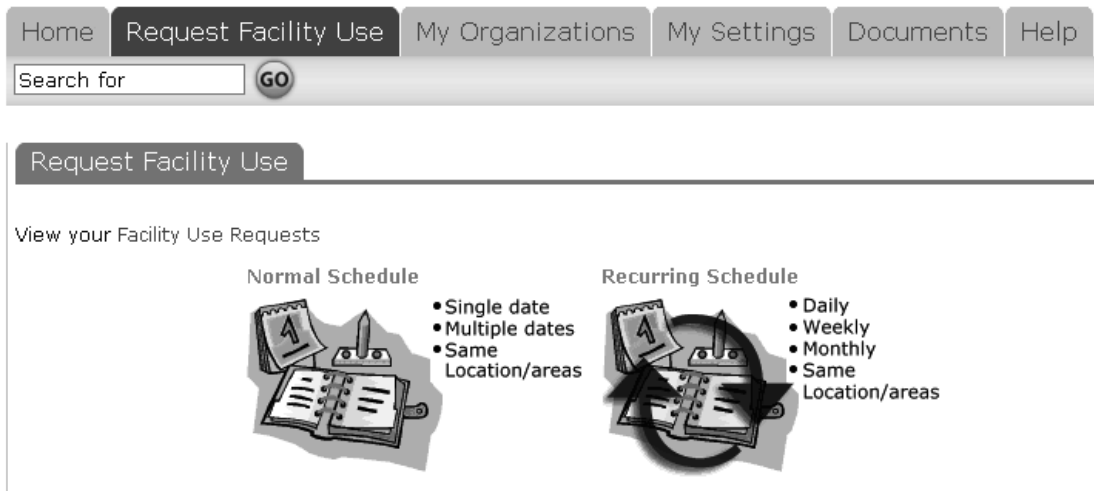
Password

If you have forgotten the password, you can click the "Forgot Password?" button and type in the email address used when registering. The system will email the account information.

4. After logging in, additional tabs will now appear. Click the Request Facility Use tab to begin a request.



5. Two scheduling options exist, the Normal Schedule and Recurring Schedule. Select the option best suited for your needs.



NORMAL SCHEDULE

- 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.

RECURRING SCHEDULE

- Pattern schedule
- Daily, weekly, monthly
- Same location areas
- Can book up to 100 dates
- **Example:** A group meeting Mondays and Wednesdays at the same time each day in the same room.

6. The application process has been broken down into four steps: Search, Availability, Event Details, and Confirmation. Each step is designated by a separate screen.



7. On the **Search** (search) page fill out basic details of the request. Any field with an orange vertical bar beside it (|) is required information.

First Name | Test Login - 1 | Last Name | Minor 2 |

Event Title | Volleyball Team Practices 3 |

Event Description | [Redacted] | Event Description field is optional and not required.

Location | --Select Location 4 |

Rooms (Building) | --Select Room-- 5 |

(Use the CTRL key to select multiple rooms.)

Event Date(s) | 6 |

August 2019							September 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

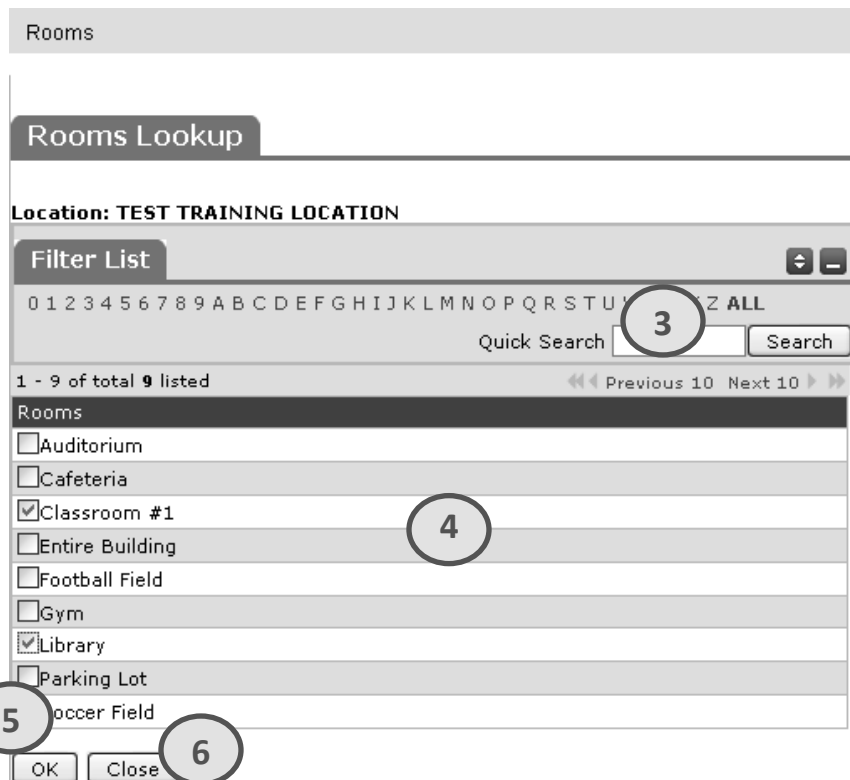
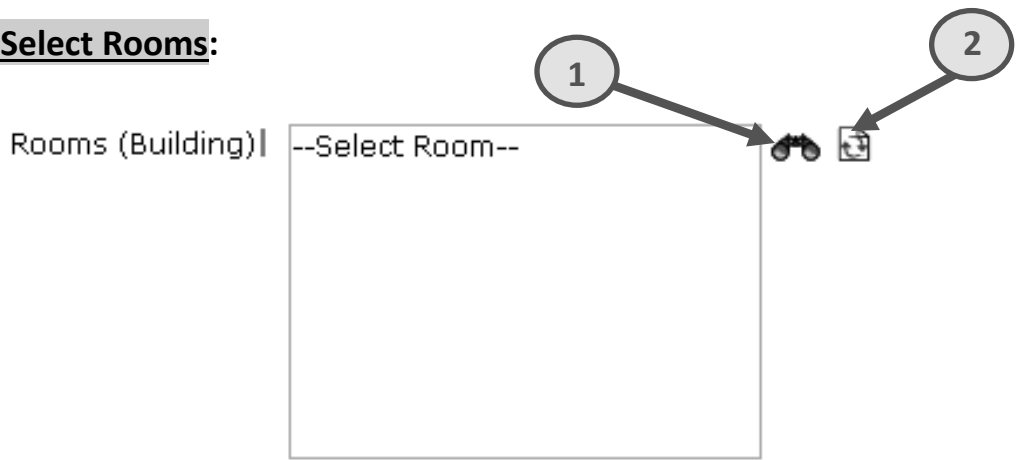
Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.



Start Time | 1 7 | AM | End Time | 1 8 | AM |

Search

- 1. First Name:** Automatically populates; this field cannot be modified.
- 2. Last Name:** Automatically populates; this field cannot be modified.
- 3. Event Title:** Name or type of event taking place (e.g. company meeting, football practices, Pinewood Derby).
- 4. Location:** Pick school location.
- 5. Rooms (Building):** Up to 50 rooms may be selected.
- 6. Event Dates:** Select event dates.
- 7. Start Time:** Enter start time (include any time necessary for set-up).
- 8. End Time:** Enter end time (include any time necessary for breakdown).

How to Select Rooms:



- 1.  (Binoculars) Icon:** Opens the “Room Lookup” window.
- 2.  (Refresh) Icon:** Clears all selected rooms! Alternately, click binoculars and uncheck the unnecessary room(s).
- 3. Quick Search:** Find rooms that match the criteria typed into this field (room name only). The system completes partial searches (e.g. type “cafe” instead of “cafeteria”).
- 4. Rooms:** In the separate pop-up window select rooms, by clicking on box next to the room name. A green checkmark appears. To unselect a room, click on the box to clear the checkmark.
- 5. OK Button:** Closes Rooms Lookup window and checked rooms are added to the “Room” field.
- 6. Close:** Closes Rooms Lookup window, but does **not** add selected rooms!

How to Select Dates on A Normal Schedule:

Event Date(s) | 07/04/2012
08/15/2012




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

1. **Choose dates by clicking on day from the calendar to add them to the Event Date(s) field.**

How to Select Dates on A Recurring Schedule:

For a weekly recurring schedule:


Start Recurrence | 

Recurrence Pattern |

Daily Weekly

Recur every week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

End Recurrence | 

Note: The maximum event dates for this schedule is 100.

1. **Start Recurrence:** Select the begin date of the schedule.
2. **Recurrence Pattern:** Select *Daily* or *Weekly*. If weekly, the “Recur every ___ week(s)” field must be completed. Activities taking place once a week for an entire year would “*Recur every 1 week(s)*” NOT every 52 weeks.
3. **Days:** Select days you wish the event to recur (Sunday through Saturday) by clicking box next to the day. A green checkmark will appear. Unselect day(s) by clicking on the box once more.
4. **End Recurrence:** Set an End Recurrence date.

For a monthly recurring schedule:

The screenshot shows a form for setting up a recurring schedule. At the top, there is a 'Start Recurrence' field with a calendar icon and a circled '1' next to it. Below this is a 'Monthly' section with a radio button selected. Under 'Monthly', there are two options: 'Day' and 'The first day of every'. The 'Day' option is selected, with a '2' in a box next to it, followed by 'of every' and a '1' in a box, and 'month(s)'. A circled '2' is next to the 'Day' radio button. A circled '3' is next to the 'of every' field. Below this is another option: 'The first day of every' with a dropdown menu showing 'first', followed by 'day' with a dropdown menu showing 'day', and 'of every' with a blank box, and 'month(s)'. A circled '4' is next to the 'End Recurrence' field at the bottom, which has a calendar icon.

Note: The maximum event dates for this schedule is 100.

1. **Start Recurrence:** Select the begin date of the schedule.
2. **Recurrence Pattern:** Determine the type of monthly schedule required and select sub-type of monthly schedule. Only one type may be selected.
 - a. If activities will occur on a day of the month, without regard to the day, then use the first option (e.g. *meeting which occurs every 2nd day of the month, regardless if it is Monday, Tuesday, Wednesday, etc..*).
 - b. If activities will occur on a specific day of the month, then select the second option (e.g.: *a meeting which occurs the 2nd Monday of every month*).
3. The "...of every ___ month(s)" field must be completed. Activity taking place once a month for an entire year would "*Recur every 1 month(s)*" NOT every 12 months.
4. **End Recurrence:** Set an End Recurrence date.

The screenshot shows two time selection fields. The first is 'Start Time' with a dropdown menu showing '1', a dropdown menu showing '00', and a dropdown menu showing 'AM'. A circled '5' is next to the '1'. The second is 'End Time' with a dropdown menu showing '1', a dropdown menu showing '00', and a dropdown menu showing 'AM'. A circled '6' is next to the '1'.

5. **Start Time:** Time the event will begin; include any time necessary for set-up.
6. **End Time:** Time the event will end; include any time necessary for breakdown.

NOTE: On a Normal schedule, the time is selected after entering dates. On a Recurring schedule, the time is selected before creating your recurrence pattern.

9. Once event dates and times are selected, click the **Search** Search button located on the screen.

10. The Availability screen will display any conflicts for selected dates:

NEW Facility Use Request

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

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		
06:30 AM		
07:00 AM		
07:30 AM		
08:00 AM		
08:30 AM		
09:00 AM		
09:30 AM		
10:00 AM		
10:30 AM		
11:00 AM		
11:30 AM		
12:00 PM		
12:30 PM		
01:00 PM		
01:30 PM		
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		

11. The screen will indicate that the page is “Processing, please wait...”

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

Previous Next

 Processing, please wait...

12. Once verifying availability, click the **Next** (Next) button.

NOTE: You do not need to wait for the screen to finish processing before clicking the button.

13. On the Event Details screen, answer the required questions under the Additional Information section only.

NEW Facility Use Request

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

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

Only these questions must be answered.

14. Fill out the Organization Information section:

Organization Information

Organization | Test Home Owners Associatic **1**

Contact | HOA Property **2**

Insurance expires on: 1/1 **3**

- 1. Organization:** Select name of the organization. All organizations registered under the account will be listed.
- 2. Contact:** Select the appropriate point of contact.
- 3. Insurance expires on:** Renters are not able to update this field. The organization will be required to provide updated insurance.

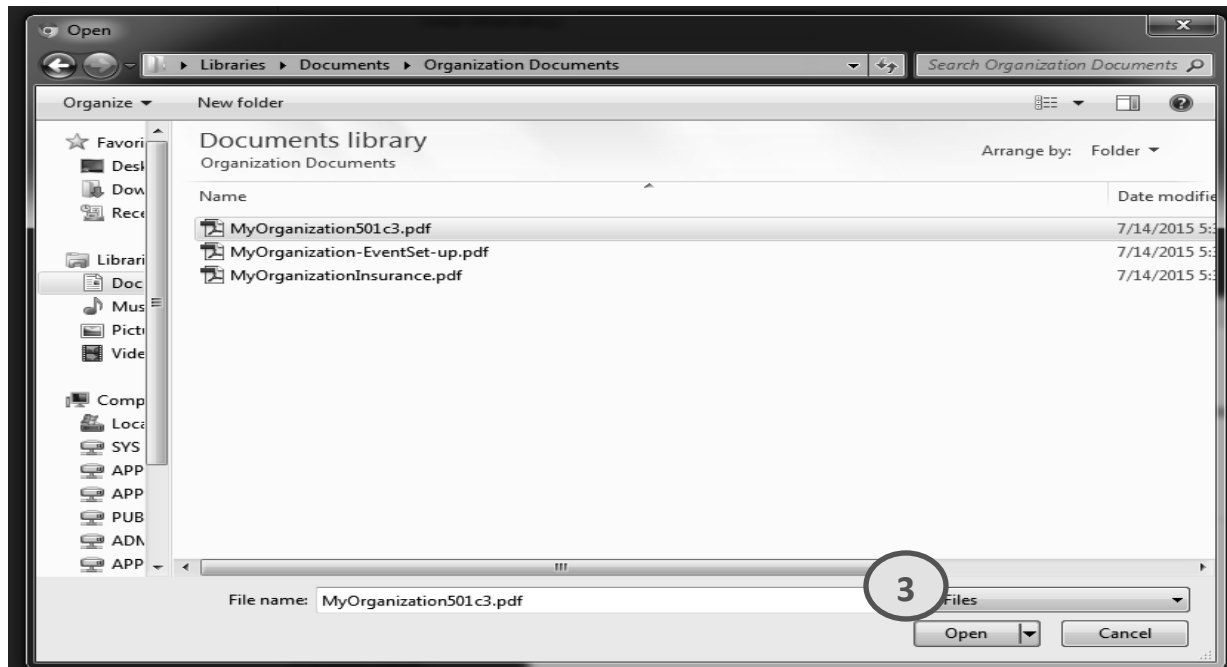
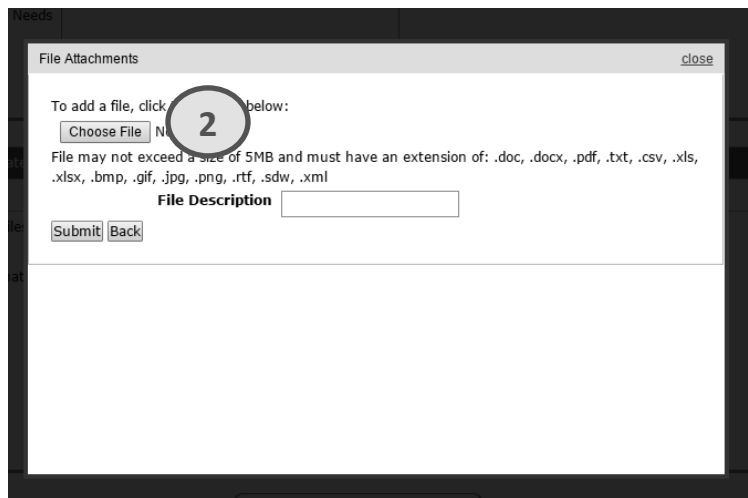
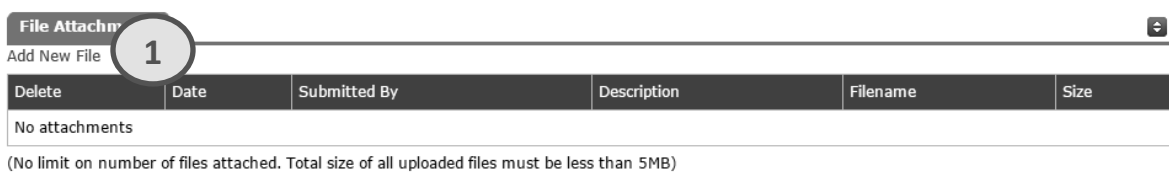
15. Select the necessary set-up requirements by clicking in the box beside the maintenance service. IMPORTANT: If the activity will take place indoors, before or after school hours, you must select the Heating/Ventilation/Air Conditioning option and type something in the service description area.

Setup Requirements	
Required Maintenance Services	Service Description
<input type="checkbox"/> Audio/Visual	<div style="background-color: #cccccc; height: 30px; width: 100%;"></div>
<input type="checkbox"/> Bleachers	<div style="background-color: #cccccc; height: 30px; width: 100%;"></div>
<input type="checkbox"/> Custodial	<div style="background-color: #cccccc; height: 30px; width: 100%;"></div>
<input type="checkbox"/> Food Services	<div style="background-color: #cccccc; height: 30px; width: 100%;"></div>
<input checked="" type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text" value="in areas specified"/>
<input type="checkbox"/> Performance Lights & Sound	<div style="background-color: #cccccc; height: 30px; width: 100%;"></div>
<input type="checkbox"/> Security	<div style="background-color: #cccccc; height: 30px; width: 100%;"></div>
<input type="checkbox"/> Sound System	<div style="background-color: #cccccc; height: 30px; width: 100%;"></div>

16. Under Event Information, specify the estimated number of attendees. The remaining fields are optional.

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"/>

17. Users may attach and send files along with their requests. Useful documents to upload may be a floorplan for an event, insurance, and/or evidence of non-profit status. File type restrictions are listed, and the total combined file size cannot exceed 5 MB.



1. **Add New File:** Click link to add a file to the request.
2. **Choose File:** Browse the computer for file to be uploaded.
3. **Open:** Click to select the file.

18. The selected file is now displayed.

File Attachments close

To add a file, click the button below:

MyOrganization501c3.pdf

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

File Description

1. **Name of selected file.** If incorrect file was chosen, click the “Choose File” button to browse once more.
2. **File Description:** Optional short description for the file that users may type.
3. **Submit:** Saves all details and adds the file to the request.

19. The uploaded file will become a part of the request for use of a facility.

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)

1. **Add New File:** Click this link to add additional files.
2. **Delete:** Click the red box with an ‘X’ to delete an uploaded file.
3. **Date, Submitted By, Description, Filename, Size:** Details regarding the uploaded file including a timestamp, which user submitted it, the description (if applicable), name of file and size.

20. In the final section you must enter your signature and agree to the terms.

Signature | (please enter your email address)


| I confirm that I have previously read and agree with the terms and conditions of facilities use

Previous Save

- 1. Signature:** Enter the email address.
- 2. Terms and Conditions:** Check box to indicate the terms and conditions for use were read.
- 3. Previous:** Click button to go back to prior screen.
- 4. Save:** Submits the reservation to the school.

21. If the request is successfully created, a confirmation screen appears with details of the reservation. A 6-digit ID is assigned, and the schedule is routed to the school location for approval. To print the details of the request, click the “Print This!” icon.

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!**