

COMMUNITY USE

**REGISTRATION
AND
SCHEDULE REQUEST**

REGISTRATION (CREATE AN ACCOUNT)

In the top right hand corner of the screen click on the words "Log in to Request Facility Use".

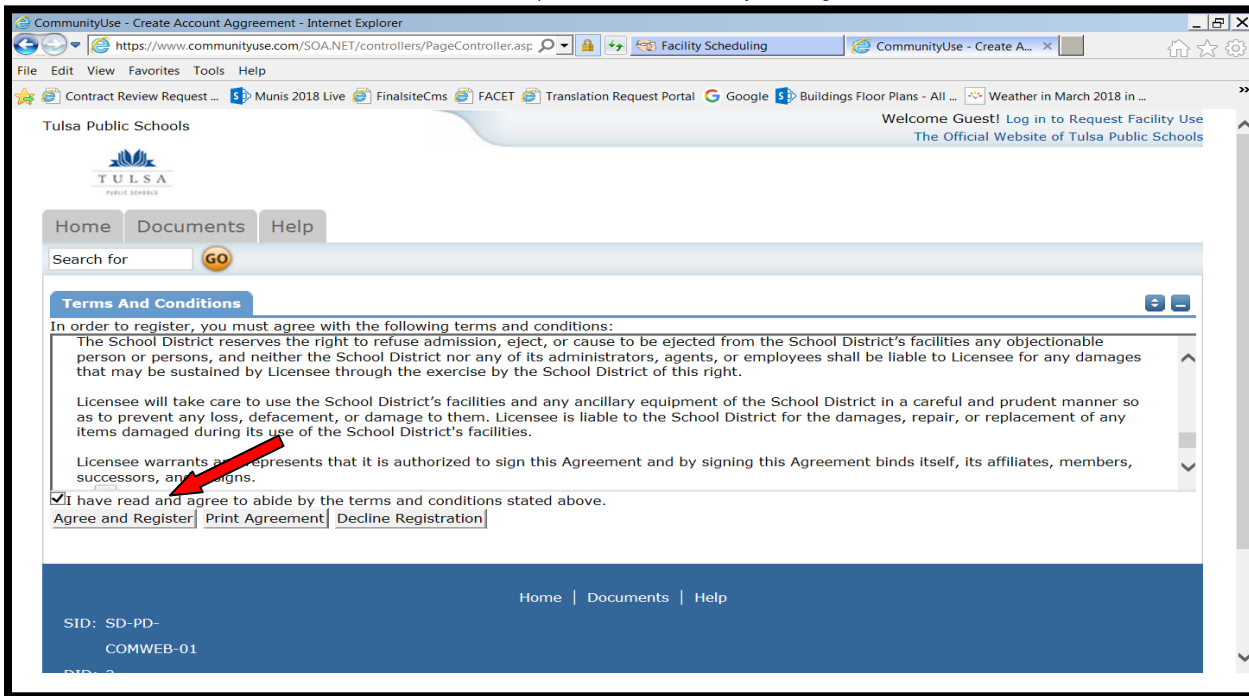
The screenshot shows the 'CommunityUse - Monthly Calendar' page. The top right corner contains the text 'Welcome Guest! Log in to Request Facility Use' and 'The Official Website of Tulsa Public Schools'. A red arrow points to the 'Log in to Request Facility Use' link. The main content area includes a search bar, a 'Calendar Filter' section with a dropdown menu for event titles starting with letters A-Z, and a 'Month Calendar' for May 2018. The calendar table shows events for each day of the month.

Day	Events
May 1 (Sunday)	29
May 2 (Monday)	30
May 3 (Tuesday)	May 1 District Art Show and Levit Prize, MAP testing, IB/AP Exams, Spring Concert Rehearsals
May 4 (Wednesday)	2 District Art Show and Levit Prize, CURRICULUM TEAM MEETING, IB/AP Exams, Spring Concert Rehearsals
May 5 (Thursday)	3 District Art Show and Levit Prize, MAP testing, IB/AP Exams, Spring Concert Rehearsals
May 6 (Friday)	4 District Art Show and Levit Prize, IB/AP Exams, SLP, Graduation rehearsal
May 7 (Saturday)	5 SAT Testing, PCAT Meeting, NPC Battle of the Body, ELD Focus Group:CKLA/National Geographic Alignment

To register a new organization or yourself with an existing organization, click on the words "Create One".

The screenshot shows the 'CommunityUse - Login' page. The top right corner contains the text 'Welcome Guest! Log in to Request Facility Use' and 'The Official Website of Tulsa Public Schools'. A red arrow points to the 'Create One' link in the text 'Don't have an account? Create One.'. Below this is a login form with fields for 'Email Address' and 'Password', and buttons for 'Log In' and 'Forgot Password?'. The footer contains the text 'Home | Documents | Help', 'SID: SD-PD-COMWEB-01', 'DID: 2', and a link to 'Terms and Conditions'.

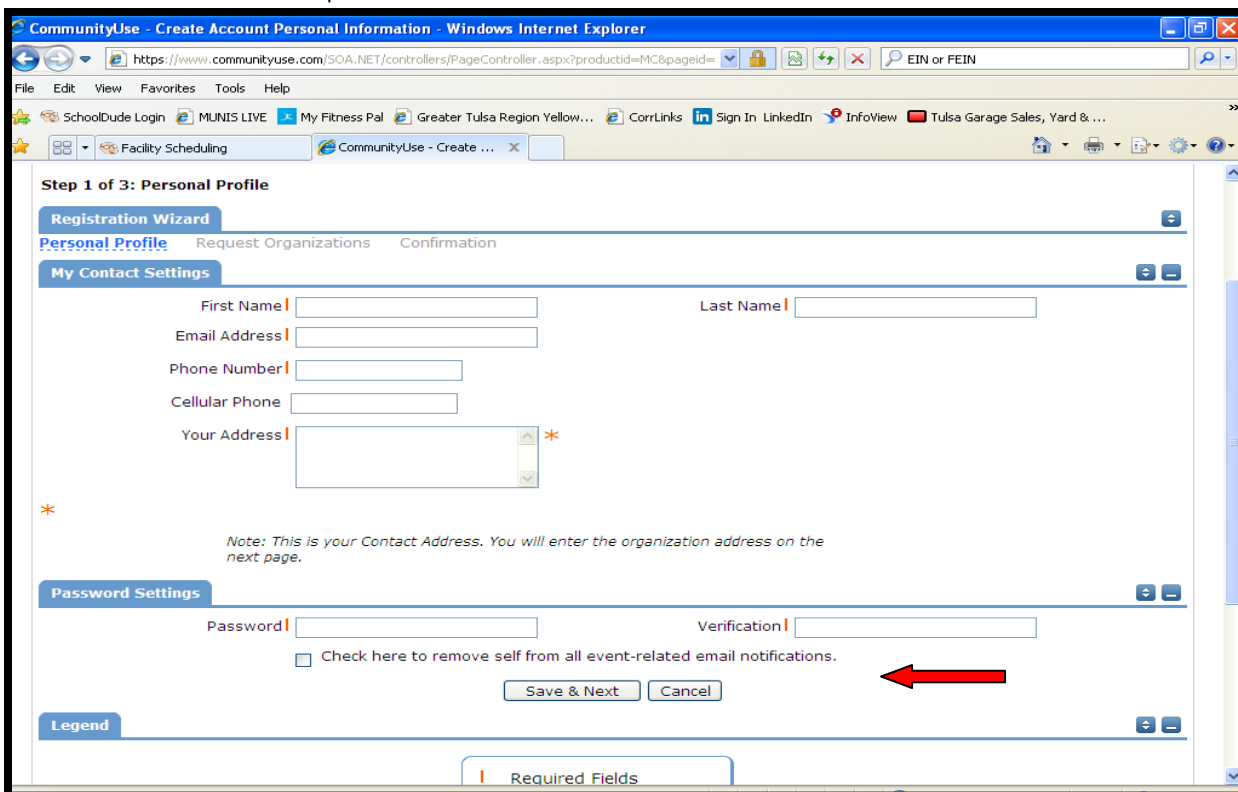
In order to register, you must agree to the terms and conditions. The terms and conditions are also available in Spanish (**Reglamentos para el Uso de Instalaciones de las escuelas Publicas de Tulsa**), and can be found by clicking the “Documents” tab.



Enter your personal contact information and create your password here.

Important: If you want to receive notification of the status of your request, **do not** check the box.

Click the “Save & Next” button to proceed.



After you have entered your organizational information, click the "Add Organization" button in the middle of the screen.

The screenshot shows the 'Request Organizations' step of a registration wizard. The form includes fields for 'Organization Name', 'Organization Type' (a dropdown menu), and 'Organization Address'. There is a checkbox labeled 'Use Your Contact Address as Organization Address'. A red arrow points to the 'Add Organization' button. Below the form is a 'Requested Organization List' table which is currently empty, showing 'No record found'. The table has columns for 'Organization Status', 'Organization Name', 'Organization Type', and 'Address'. Navigation buttons 'Previous', 'Save & Next', and 'Cancel' are at the bottom.

If you have another organization to add, enter the information now. If not, click the "Save & Next" button at the bottom of the screen.

The screenshot shows the 'Request Organizations' step with one organization added to the list. The 'Add Organization' button is no longer highlighted. The 'Requested Organization List' table now contains one entry: 'SAS Entertainment' with status 'Pending' and address '3027 S New Haven Ave Tulsa OK 74114'. A red arrow points to the 'Save & Next' button. The table has columns for 'Organization Status', 'Organization Name', 'Organization Type', and 'Address'. Navigation buttons 'Previous', 'Save & Next', and 'Cancel' are at the bottom.

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending	SAS Entertainment	Outside Group	3027 S New Haven Ave Tulsa OK 74114

Review your information. If you need to make changes, click the “Previous” button. If everything is correct, click the “Submit Requests” button to proceed.

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 Wanda Thierry
Email Address mshyypothesis@gmail.com
Phone Number 918-746-6534
Cell Phone
Your Address 3027 S New Haven Ave
Tulsa OK 74114

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
Pending	SAS Entertainment	Outside Group	3027 S New Haven Ave Tulsa OK 74114

Items Per Page: 25 | 50 | 75 | 100
Previous 10 Next 10

Items Per Page: 25 | 50 | 75 | 100
Previous 10 Next 10

Previous Submit Requests Cancel

Home Documents Help

SID: COM05

Home Documents Help

Search for GO

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 Linda Caine or Wanda Sizemore at 918-746-6534 or facutil@tulsaschools.org.

Home Documents Help

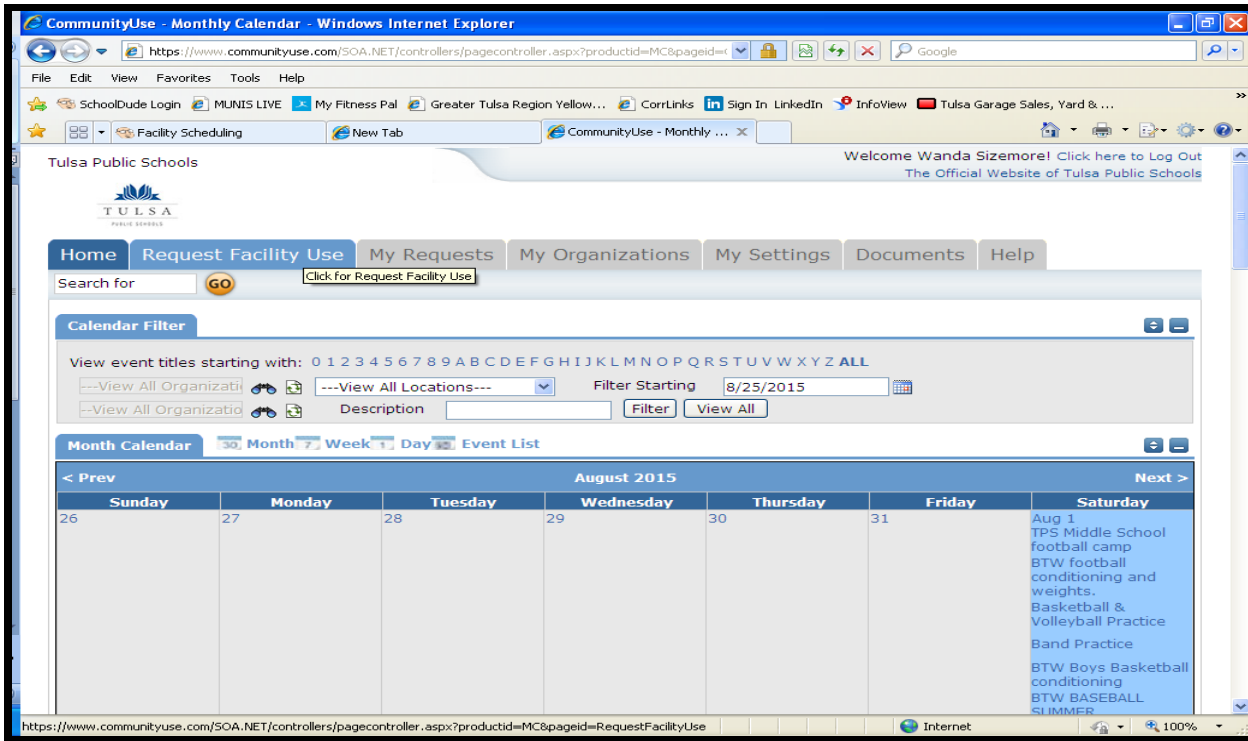
SID: COM05
DID: 26

To complete your registration, please contact the Facilities Utilization Department at (918) 746-6534.

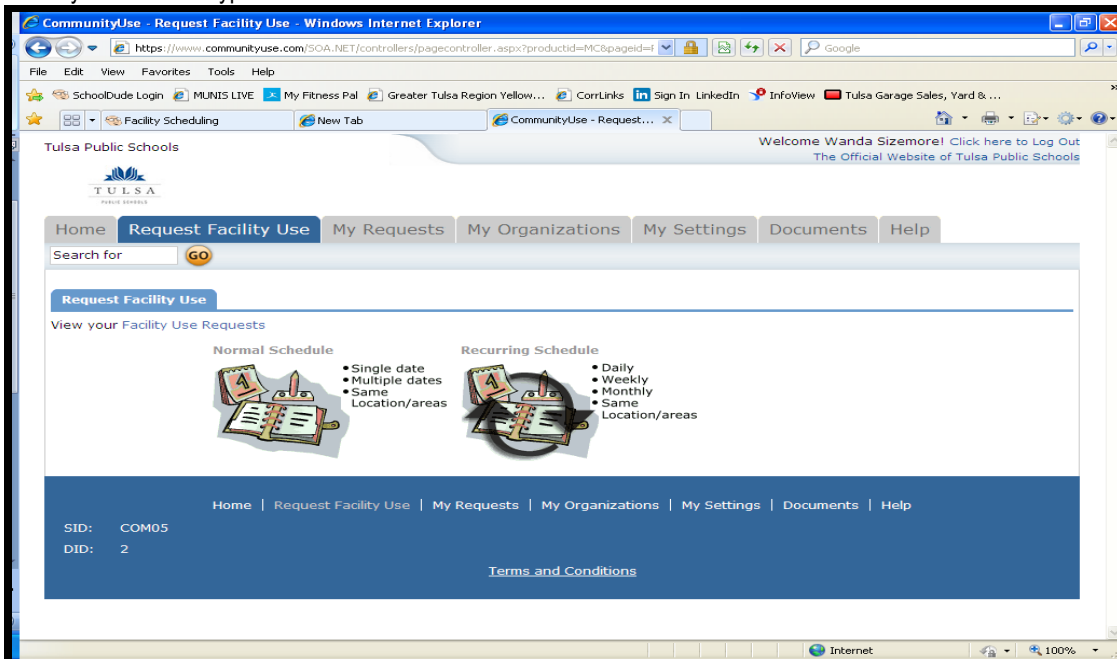
Once your registration has been approved, you will receive email notification indicating you may now request a facility. To enter your request, return to the **Community Use Calendar**. Click on the words “Log in to Request Facility Use” in the top right hand corner of the screen. Instead of creating an account; enter your email address and the password you created.

NEW SCHEDULE

Click the “Request Facility Use” tab.



Select your schedule type.



- **Normal Schedule** – Event can have 1 to 20 random dates, using the same area(s) and at the same time on each date. (pg. 7)
- **Recurring Schedule** – Event can have up to 100 dates, occurs in a pattern, either DAILY (every day, Sun-Sat), WEEKLY, or MONTHLY, using the same area(s) at the same time on each date. (pg. 8)

**** REQUESTS SUBMITTED FOR WILSON TEACHING AND LEARNING ACADEMY MUST USE THE NORMAL SCHEUDLE ONLY. ****

Highlighted areas must be completed

NORMAL SCHEDULE

Event Title (Give the title of your event. Sports groups; include an abbreviation of or a portion of your team name in the title. This information will appear on the Community Use (CU) Calendar)

Event Description (Information similar to what would be on a flyer, will appear on the CU Calendar)

Location (School to be used)

Rooms (Click binoculars to see rooms, select all rooms before clicking OK, even if listed on the "Next 10")

Event Date(s) (The maximum event dates for a normal schedule is 20; no particular pattern required)

Start time (Start of event or when the doors open to the public)

End Time (End of event; when the public departs)

Note: Setup and breakdown times will be requested on another screen

[Search] to Confirm Room Availability

er

com/SOA.NET/controllers/PageController.asp

Facility Sched... NEW Facili... munispro

nis 2018 Live FinalsiteCms FACET Translation Request Portal Google Buildings Floor Plans - All ...

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for GO

NEW Facility Use Request

1 Search 2 Availability 3 Event Details 4 Confirmation

First Name Wanda Last Name Sizemore

Event Title This is always a test

Event Description

Location SchoolDude Middle School

Rooms (Building) --Select Room--
Auditorium
Cafeteria

(Use the CTRL key to select multiple rooms.)

Event Date(s) 09/19/2015

September 2015							October 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

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

Start Time 12 00 PM End Time 5 00 PM

Search

Legend

Required Fields

RECURRING SCHEDULE

Event Title (Give the title of your event. Sport groups; include an abbreviation of or a portion of your team name in the title. This information will appear on the Community Use (CU) Calendar)

Event Description (Information similar to what would be on a flyer, will appear on the CU Calendar)

Location (School to be used)

Rooms (Click binoculars to see rooms, select all rooms before clicking OK, even if listed on the "Next 10")

Start time (Start of event or when the doors open to the public)

End Time (End of event; when the public departs)

Note: Setup and breakdown times will be requested on another screen.

The screenshot shows a web browser window with the URL `...com/SOA.NET/Controllers/PageController.aspx`. The page title is "munis 2018 Live". The browser's address bar shows several tabs: "Facilit...", "munis...", "Invoic...", and "home...". The page content includes a navigation menu with "Home", "Request Facility Use", "My Requests", "My Organizations", "My Settings", "Documents", and "Help". Below the menu is a search bar and a "GO" button. The main content area is titled "NEW Facility Use Request" and has a progress indicator with four steps: "1 Search", "2 Availability", "3 Event Details", and "4 Confirmation". The form fields are as follows: "First Name" (Wanda), "Last Name" (Sizemore), "Event Title" (This is always a test), "Event Description" (empty), "Location" (SchoolDude Middle School), "Rooms (Building)" (Auditorium, Cafeteria), "Start Time" (12:00 PM), "End Time" (5:00 PM), "Start Recurrence" (7/2/2018), "End Recurrence" (7/31/2018), and "Recurrence Pattern" (Weekly, Recur every 1 week(s) on: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday). A "Search" button is at the bottom of the form. A "Legend" button is at the bottom left, and a "Required Fields" indicator is at the bottom center.

Start Recurrence (First date of the event)

Recurrence Pattern

Daily (Sunday thru Saturday)

Weekly

Recur every (#) week(s) on:

- 1 = once every week
- 2 = once every two weeks
- 3 = once every three weeks
- (... and so on)

Select the specific day(s) of the week to be used

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Monthly

- Day (1st-31st day) of every (1-12) month(s)
- The (1st-5th or last) (day, wkday, wkend day, Sun, Mon, Tue, Wed, Thu, Fri, or Sat) of every (1-12) month(s)

End Recurrence (Last date of the event)

Note: The maximum event dates for a recurring schedule is 100, pattern required (daily, weekly, or monthly). If your event is more than 100 days, you will need to complete more than one request.

[Search] to Confirm Room Availability

ROOM AVAILABILITY

The dates you requested are at the top of the table and the time is highlighted in yellow. If the yellow area contains a black or red "X" or there is a blue line on any of your dates, the date(s) and time have been previously scheduled and are not available; you must go back and reschedule the time and/or the date(s). If the yellow area is clear, your date(s) and time are available and you may click the "Next" button to proceed.

NEW Facility Use Request

1 Search 2 Availability 3 Event Details 4 Confirmation

Location: SchoolDude Middle School
 Rooms Selected:
 Gymnasium, Main

Date range: 7/2/2018 to 7/31/2018
 Selected time: 10:00 AM to 2:00 PM
 Half Hourly Increment

Room Availability															
	Mon 07/02	Tue 07/03	Wed 07/04	Thu 07/05	Mon 07/09	Tue 07/10	Wed 07/11	Thu 07/12	Mon 07/16	Tue 07/17	Wed 07/18	Thu 07/19	Mon 07/23	Tue 07/24	Wed 07/25
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Legend

- Selected Date/Time Range
- Blocked
- School Event Scheduled
- Time Slot Is Booked

ADDITIONAL INFORMATION

Setup Begin Time (Time the organizer(s) will need access to the building if earlier than Start time)

Breakdown End Time (Time the organizer(s) will vacate the building if later than End time)

Will you charge a fee? [Yes/No]

How much is the charge? (Amount of charge. If no charge, enter **N/A**. This information must be entered to submit request.)

Additional Event Information (Any information you would like us to know about the event or your plans that are NOT for public information.)

ORGANIZATION INFORMATION

Organization: (Select the organization for this request.)

Name: (Select your name)

INSURANCE INFORMATION

Outside or Cooperative Groups should submit a certificate of insurance (COI). *The COI must show that there is in force a combined single limit liability policy in the amount of at least \$1,000,000 in which your organization is named as insured and **Tulsa Public Schools, ISD #1** (not the school or stadium) is named as an additional insured. When your COI has expired, it will state it here. **Please send new or updated COI to sizemwa@tulsaschools.org.***

SETUP REQUIREMENTS

Selecting these services is primarily for notification purposes.

Note: Security guards can ONLY be requested by contacting TPS Campus Police (918-746-6439).

- Services are selected according to the rooms/areas you want to use.
- Type “**Notice**” in the Service Description box for each Required Maintenance Service selected.
- If you need services outside of what is normal, enter this information in the *Service Description* box.

Always select the following 3 highlighted services.

Required Maintenance Services (if selected)	Service description (must be entered)
<input type="checkbox"/> ATHLETIC FIELDS (Baseball/Softball, Practice-Grass fields, Practice-Turf fields)	_____
<input type="checkbox"/> CAFETERIA (Cafeteria Dining, Kitchen)	_____
<input checked="" type="checkbox"/> CUSTODIAL (Custodians to be notified of all afterhours activities on site)	NOTICE
<input checked="" type="checkbox"/> HEATING/VENTILATION / AIR CONDITIONING (To have appropriate climate in building)	NOTICE
<input checked="" type="checkbox"/> SECURITY (Campus police to be notified of all afterhours activities)	NOTICE
<input type="checkbox"/> STADIUM SERVICES (Football/Soccer & Track)	_____
<input type="checkbox"/> STAGE SETUP (Auditorium - High School, Middle/Jr. High School)	_____
<input type="checkbox"/> ACCOUNTS (for use by Facilities Utilization only)	_____
<input type="checkbox"/> TECH SERVICES (for use at Wilson & ESC only)	_____

Setup Requirements
↕

Required Maintenance Services	Service Description
<input type="checkbox"/> Athletic Fields	<input type="text" value=""/>
<input checked="" type="checkbox"/> Cafeteria	<input type="text" value="Notice"/>
<input checked="" type="checkbox"/> Custodial	<input type="text" value="Notice"/>
<input checked="" type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text" value="Notice"/>
<input checked="" type="checkbox"/> Security	<input type="text" value="Notice"/>
<input type="checkbox"/> Stadium Services	<input type="text" value=""/>
<input checked="" type="checkbox"/> Stage Setup	<input type="text" value="House lights, 3 microphones w/ stands, sound"/>
Required IT Services	
<input type="checkbox"/> Accounts	<input type="text" value=""/>
<input type="checkbox"/> Tech Services	<input type="text" value=""/>

EVENT INFORMATION

Number Attending

- Number of Adult
- Number of Children
- Extra Chairs Required
- Parking Spaces Required

Yes, please display event on the community calendar (uncheck if not a public event)

Other Needs (if any, this information should go in the Service Description box next to Custodial above)

NEW Facility Use Request - Windows Internet Explorer

Below, please enter a number for:

Total Attending:

Adults Attending:

Children Attending:

Extra Chairs Required:

Parking Spaces Required:

Yes, please display events on the community calendar

Other Needs:

File Attachments

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Signature: (please enter your email address)

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

Legend

- Required Fields
- Insurance Expired

FILE ATTACHMENTS

You may upload flyers, maps, and other information regarding your event.

SIGNATURE

Signature (represented by your email address)

Confirm Reading and Agreement with the Terms and Conditions

[PREVIOUS] (Go back to make changes) OR **[SAVE]** (submit request)

Congratulations! You have completed your request. Your request has now been routed to the site administrator for the initial approval. You may print this page; however you will receive an email notification with the same information.

