

# How to Request Access to Submit Online Facilities Requests

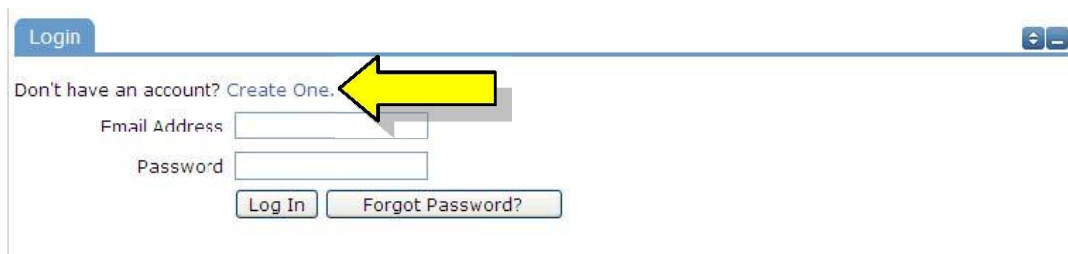
St. Mary's County Public Schools are now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

First, click on this link to access the CommunityUse Calendar:

<https://www.communityuse.com/default.asp?acctnum=223367354>

At the top of the page, click on the link to Login to Request Facility Use.

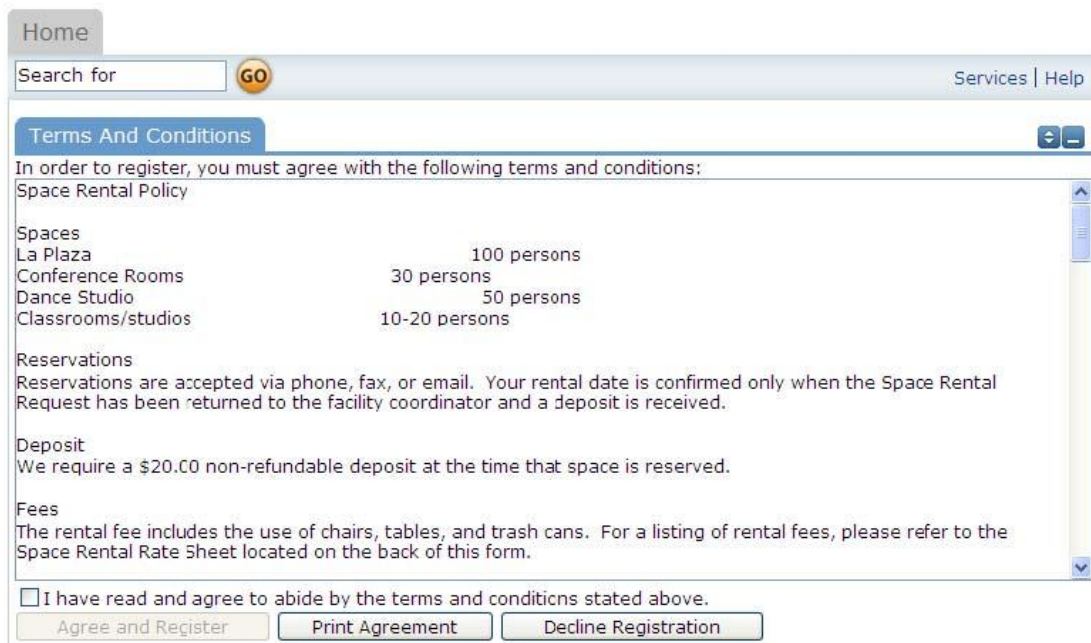
Welcome Guest! [Log in to Request Facility Use](#)  
North Carolina School District



The screenshot shows a login form with a blue header bar containing the word "Login" and window control buttons. Below the header, the text "Don't have an account? [Create One.](#)" is displayed. A yellow arrow points to the "Create One" link. Below this are input fields for "Email Address" and "Password", followed by "Log In" and "Forgot Password?" buttons.

Then click on the Create One link to create an account and request access to submit online requests.

You will need to read and agree to the terms and conditions set by St. Mary's County Public Schools before you can register.



The screenshot shows a "Terms And Conditions" page with a search bar and "GO" button at the top. The main content area is titled "Terms And Conditions" and contains the following text:

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

**Space Rental Policy**

Spaces	
La Plaza	100 persons
Conference Rooms	30 persons
Dance Studio	50 persons
Classrooms/studios	10-20 persons

**Reservations**  
Reservations are accepted via phone, fax, or email. Your rental date is confirmed only when the Space Rental Request has been returned to the facility coordinator and a deposit is received.

**Deposit**  
We require a \$20.00 non-refundable deposit at the time that space is reserved.

**Fees**  
The rental fee includes the use of chairs, tables, and trash cans. For a listing of rental fees, please refer to the Space Rental Rate Sheet located on the back of this form.

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

Buttons: [Agree and Register](#), [Print Agreement](#), [Decline Registration](#)

Check the Box, and Click Agree and Register.\* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



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

Agree and Register

Print Agreement

Decline Registration

You will then be asked to complete the following Personal Profile Form. Click Save and Next once you've filled in all required fields marked with an orange vertical line.

**Step 1 of 3: Personal Profile**

**Registration Wizard**

**Personal Profile** Request Organizations Confirmation

**My Contact Settings**

First Name | Adam Last Name | Smith

Email Address | adam@trading.email.com

Phone Number | 111-212-1122

Cellular Phone |

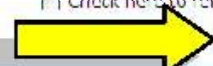
Your Address | 5001 Revenue Blvd  
Cash, NC 55554 \*

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

**Password Settings**

Password | ..... Verification | .....

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

 Save & Next Cancel

On the Request Organization page you can request to be an Organization Event Coordinator (OEC) for one or more Organizations. Simply fill in the required fields and click "Add Organization".

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile **Request Organizations** Confirmation

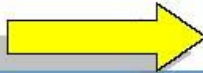
Request Your Organization

Organization Name | Smith Learning Co.

Organization Type | ---Select Organization Type---

Organization Address | 5001 Revenue Blvd  
Cash, NC 55554

Use Your Contact Address as Organization Address

 Add Organization

Requested Organization List

Organization Status	Organization Name	Organization Type	Address
No record found			

Previous Save & Next Cancel

You will then see the message Pending next to the requested Organization.

Once you've added all of the Organizations you would like to submit requests for, click "Save & Next"

Requested Organization List

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Previous Save & Next

On the final page, confirm the information and click Submit Requests.

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** Adam Smith  
**Email Address** adam@trading.email.com  
**Phone Number** 111-212-1122  
**Cell Phone**  
**Your Address** 5001 Revenue Blvd  
Cash, NC 55554

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Submit Requests Cancel



An email will go to the SMCPS FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.