# STEP 1. Register Your Organization and Create an Account

**Bergenfield Public Schools** is taking requests for facility use online. You will need to first register your organization online and create an Organization Event Coordinator (OEC) account. You will need an approved OEC account to submit requests for facility use.

**1.** Click this link to access the Facility Use Calendar (https://www.communityuse.com/default.asp?acctnum=454018256)

      OR

Go to www.bergenfield.org, select the "**Board of Education**" tab, then select "**Facility Use Calendar**" from the dropdown menu.

**2.** At the top right side of the page, click the "**Login to Request Facility Use**" link to create a login.
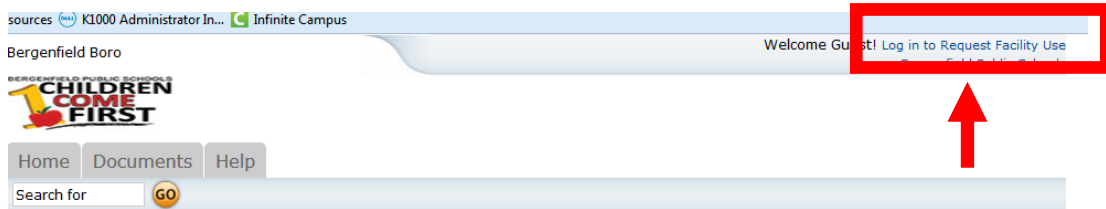


**3.** Click "**Create One"** to create an account and register your organization.



**4.** The first page will ask you to read and agree to the terms and conditions. Once you have read the terms and conditions, check the box indicating that you "have read and agree to abide by the terms and conditions stated above." Now click the "**Agree and Register**" button to continue the registration.



*NOTE: The "Agree and Register" button will not be available until you have checked the box indicating that you have read, and agree, to the terms and conditions.*

5. You will then be asked to complete the following contact information. All fields on this page will be required except for the Cellular Phone.  Enter your first and last name, your email address, day time phone number and your address.

**6.** Once you finished entering the information, create a password for your account and repeat it in the Verification field. All passwords must contain at least six characters and can be made up of any combination of letters, numbers, and symbols.

**7.** Click "**Save & Next"** to continue your registration.



**8.** Now enter the information about your organization.

**9.** For "**Organization Type"**, the choice is one of the following:

**External Priority 1** - Use, at no cost, by school classes, athletic teams and school clubs and organizations.

**External Priority 2** - Use, at no cost, by teachers, administration, Board of Education, the Parent-Teacher Organization, school booster clubs and other community organizations providing scholarships to Bergenfield pupils.

**External Priority 3** - Use, at no cost, by the borough, Board of Education, council, and recreation commissions.

**External Priority 4** - Use of facilities by outside-of-district groups in which less than 50% of the participants are residents of the Bergenfield School District for athletics, cultural, civic, educational, recreational and social purposes which are approved by the Board of Education.

**10.** Click "**Add Organization"**. This will save your request to become an OEC for the organization. Repeat this step to request to be an OEC for multiple organizations.



*NOTE: Once you have entered all of your organization(s), they will appear at the bottom of the screen listed as "Pending". Your request will not be approved until you have supplied the Facilities Administrator with a valid Certificate of Insurance.*



**11.** Once you have added and verified all your organization(s) information, click "**Save & Next"**.

**12.** If you need to correct anything you have entered, use the "**Previous**" button to go back and make the changes. Once you have reviewed that your information is correct, click "**Submit Requests**" to submit your registration.



**13.** You should receive an email from **SchoolDude Message Center** indicating that "Your requested organization has been routed. (Organization: organization name)". This is a notification that your registration request was submitted but has not yet been approved.

**INSURANCE:** A valid Certificate of Insurance must be filed with the Board Office/Facility Administrator before organization is approved in the system. Certificates may be emailed to facilityrequest@bergenfield.org or faxed to 201-385-3718.

14. Facility Administrator will review and certify the online application and the copy of a valid Certificate of Insurance. Facility Administrator will change the status of the registration request from "Pending" to "**Approved**". Once the status is changed, an email is automatically sent to you from **SchoolDude Message Center** confirming that "Bergenfield Boro Community Use Request is Approved!". The email will also have a link to system. Once approved, you can proceed to **STEP 2. Submit a Facility Request**.

**View/Review Organizational Status**

1. Click the "My Organizations" tab.

2. Scroll down to the "Requested Organization List".

3. The status of your registration application will be listed in the "Organization Status" column.