CommunityUse Guide 2: Request Facilities

FACILITY USAGE

Table of Contents

Log In **6**

Enter a Request **3**

Select a Schedule Type 3
Step 1: Search 4
Step 2: Availability 6
Step 3: Event Details 7
Step 4: Confirmation 9

Additional Info & Help **10**

Log In

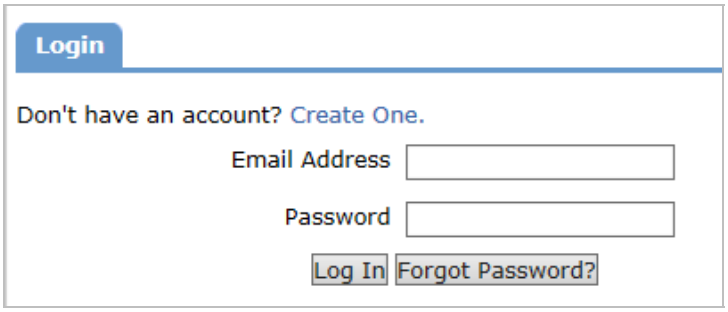
Once you have registered and been approved as a contact for your organization, you will be able to log in to enter facility use requests.

How to Log In

1) Go to: http://www.communityuse.com/default.asp?acctnum=184920274.

2) Click on the **Log in to Request Facility Use** link at the top right corner of the page.

3) Login:
   - Enter the email address that you registered with.
   - Enter the personal password that you registered with.
   - Click the **Log In** button.



Enter a Request

Select a Schedule Type

1) Click on the **Request Facility Use** tab.
2) Select a schedule type.

Normal Schedule - most common, use when possible.

If requesting middle or high school athletic facilities, only use the Normal Schedule type and select the exact dates that you need.

- Single or multiple dates - max of 20 dates
- Same location/room(s)
- Same time of day

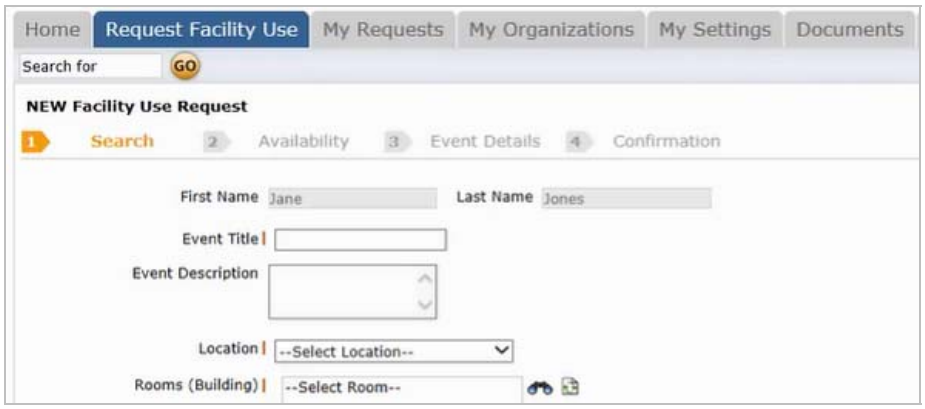
Recurring Schedule

- Daily/weekly/monthly - max of 100 dates
- Same room(s)
- Same time of day

Enter a Request

Once you select the schedule type, you will use the Facility Use Request Wizard to complete the process.

Step 1: Search



1) **Event Title** - enter a descriptive title for the event.
2) **Event Description** - optional field where you can provide additional details about the event. If requesting classrooms, please indicate the quantity needed in this field.
3) **Location** - select a campus or facility.
4) **Room (Building)** - select the rooms needed for the event by clicking on the binocular image. This will open a new window. Check the box next to each room that you would like to request, then click "Okay". When the window closes and you are back to the main screen, be sure all of the rooms that you would like to request are listed. If you would like to request classrooms, select the "Classroom Request for CommunityUse" option and enter the quantity of classrooms needed in the Event Description box.

For a **Normal Schedule Type**, enter dates/times as follows:

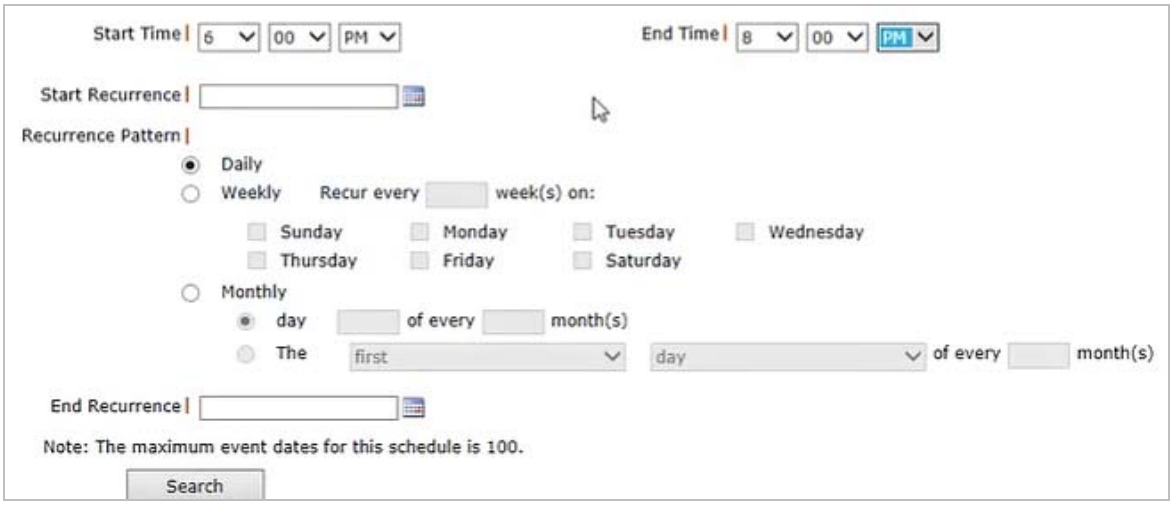
5) **Event Date(s)** - click the dates on the calendar or type them in the box using MM/DD/YYYY format.
6) **Start Time/End Time** - select the start and end times for the event. Be sure to select AM or PM.
7) Click the **Search** button to proceed.

Enter a Request

For a **Recurring Schedule Type**, enter dates/times as follows:

5) **Start Time/End Time** - select the start and end times for the event. Be sure to select AM or PM.
6) **Start Recurrence** - enter the date you would like the first event to occur.
7) **Recurrence Pattern** - select a recurrent pattern: **Daily, Weekly, Monthly**
   - Select **Daily** if your event will occur EVERY DAY between the start and end dates.
   - If you choose **Weekly**:
     - Enter a value to indicate whether the event occurs every week, every 2 weeks, etc.
     - Check the box next to the day(s) of the week that the event will occur.
   - If you choose **Monthly**, either:
     - Enter the day of the month that the event will occur (such as the 15th) and enter a value to indicate whether the event occurs every month, every 2 months, etc.

       -OR-
     - Select the weekday of the month (such as the second Monday) and enter a value to indicate whether the event occurs every month, every 2 months, etc.
8) **End Recurrence** - enter the date you would like to end the recurrence pattern.
9) Click the **Search** button to proceed.



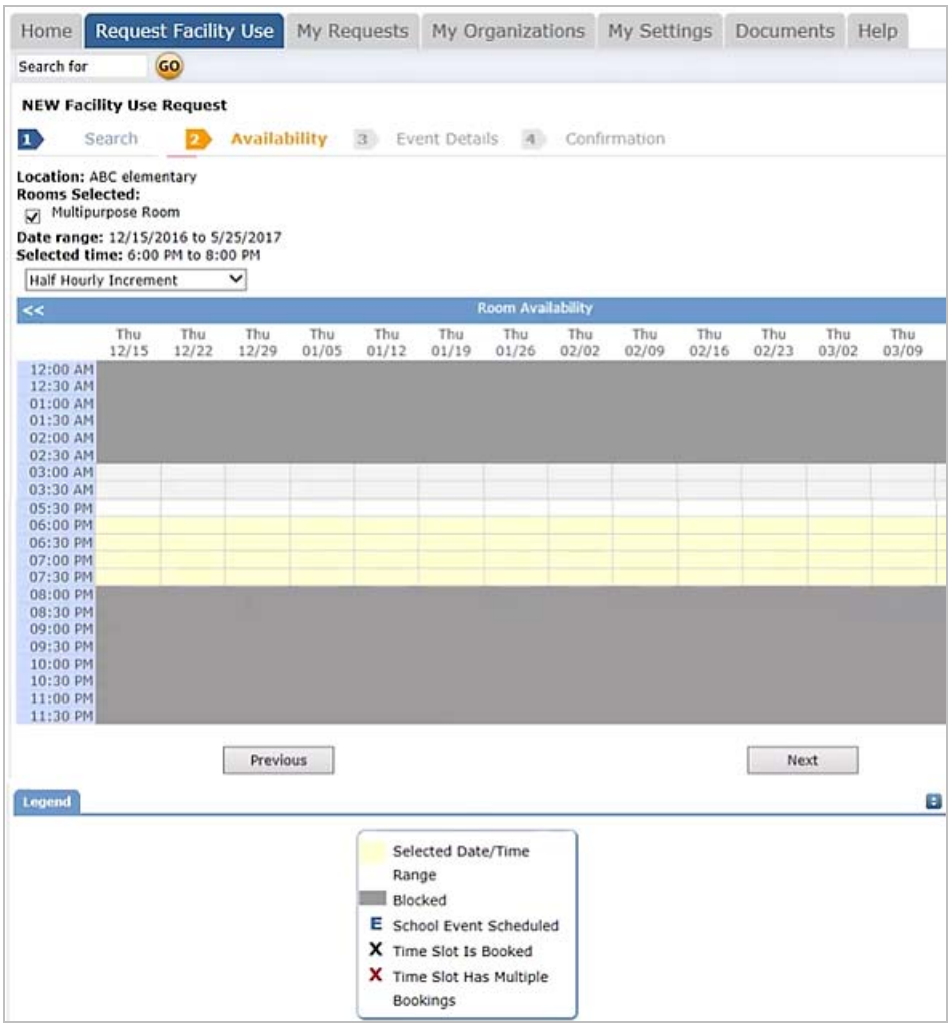
Enter a Request

Step 2: Availability

On this page, you'll see if the room(s) that you selected are available for the dates and times requested.

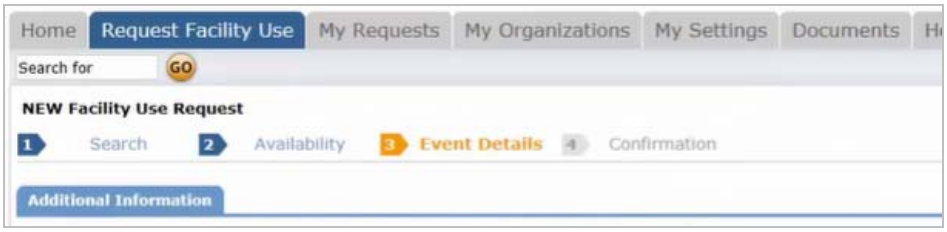
- Your requested time slot is shown in yellow.
- If you see a black or red "X" within the yellow time range, it means that there is already an event scheduled at that time in that space.
- If your selected rooms are available, click **Next** to proceed. If you need to make adjustments to the room(s), date(s), or times of your request, click the **Previous** button.

If you are requesting middle or high school athletic facilities and cannot find an available space, email williamsv@georgetownisd.org with your organization name as well as the dates, times, and type of space you'd like to request.



Enter a Request

Step 3: Event Details



Additional Information

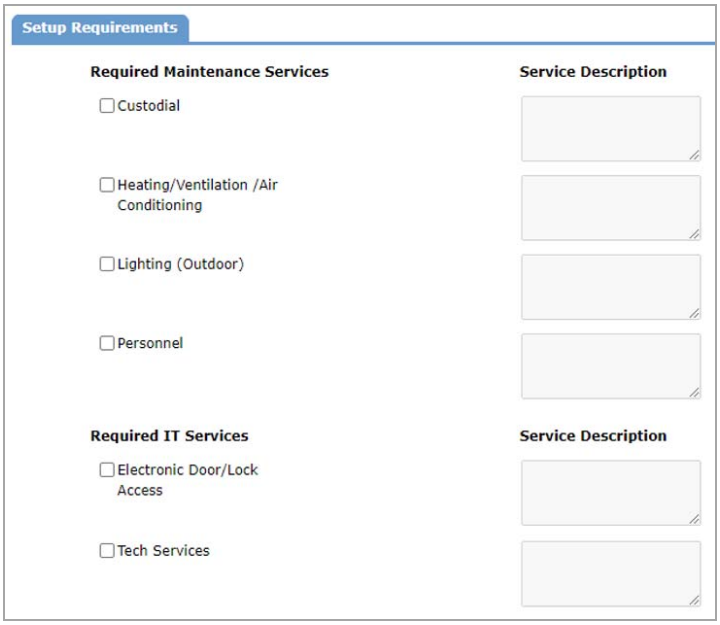
If this section appears, answer any questions, as needed.

Organization Information

1) **Organization** - select the organization name. Only organizations that you've registered for will appear in this list.
2) **Contact** - select your name.
3) **Check the insurance expiration date.** If no date is shown, or insurance expires prior to the event date(s) you are requesting, you will need to attach an updated insurance file within the File Attachments section (per GISD Facility Usage Handbook requirements).

Setup Requirements

Select the support options needed for your event. This is for coordination purposes, only. Selections may be adjusted by GISD administrators. Fees will be charged per the GISD Facility Usage Handbook, not per selections made.



Enter a Request

1) Check the box next to a requested service.
2) Enter a description in the **Service Description** box (required for any selected service).

- **Custodial** - select for all events. Include details within the service description box such as the number of tables/chairs needed, table configurations, etc. Additional setup info can be added as a file attachment.
- **Heating/Ventilation/Air Conditioning** - select for all indoor events.
- **Lighting (Outdoor)** - select if outdoor athletic field lighting is required.
- **Personnel** - select if technical director support is needed for a theater.
- **Electronic Door/Lock Access** - do not use.
- **Tech Services** - select if technology support is needed (special equipment, guest Wi-Fi, etc.). The service description box should specify what is needed and why. IT services are not guaranteed, but will be supported, when possible.

Event Information

1) **Number Attending** - provide an approximate number of people attending the event.
2) The system will default to display the event on the community calendar. If you would prefer to hide the event from the calendar, uncheck the box next to "Yes, please display events on the community calendar" and provide a reason within the Other Needs section as to why the event should be private.
3) **Other Needs** - enter any additional info here.

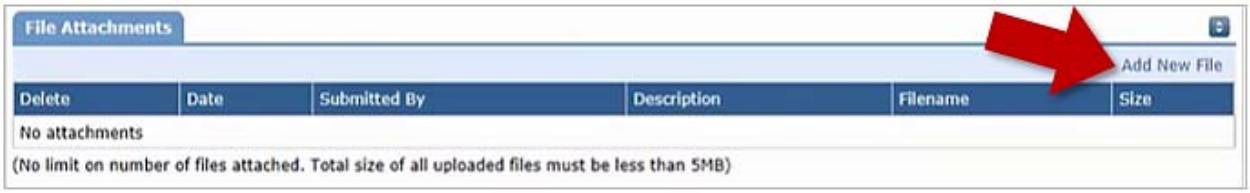
File Attachments

Attach any necessary files to your request form, such as:

- Proof of insurance (1-page ACORD certificate only, no multi-page policies).
- Proof of non-profit status.
- Roster of student participants identifying GISD students (roster template available online).

To attach a file:

1) Click the **Add New File** link.
2) Browse your computer for the file, select it, enter a File Description, and click Submit.

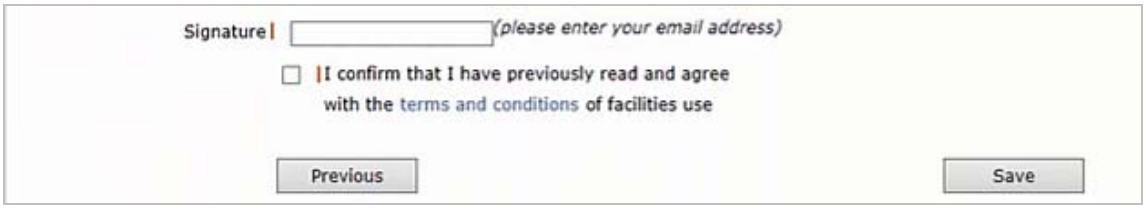


Enter a Request

Save/Submit

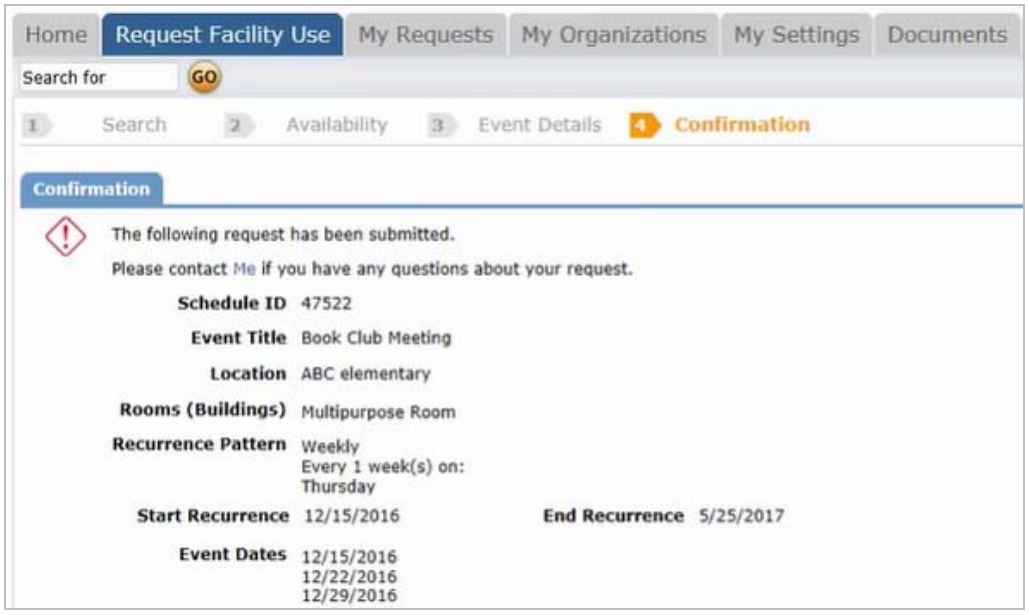
You will electronically sign and save/submit your request below the File Attachments section.

1) **Signature** - enter the email address that you used to log in.
2) Check the box to confirm that you have read and agree to the terms and conditions.
3) Click the **Save** button to submit your request.



Step 4: Confirmation

If your request was submitted successfully, the webpage will refresh to the Confirmation page. Here you will see the 4-digit **Schedule ID number** assigned to your request, as well as a summary of event information. You can print this page for your records.



You will receive an email confirming that your request has been submitted and routed for approval, as well as additional emails informing you of the status of your request. Please allow time for the request to be processed, particularly if submitting weeks or months in advance. If you are finished entering requests, you can Log Out at the top right corner of the screen.

Additional Info & Help

If you need help, you can:

- Click on the **Help** tab at the top right corner of the screen.
- Visit the GISD Facility Scheduling & Rental webpage.
- Access SchoolDude's resources for **Community Users**: http://help.dudesolutions.com/Content/Documentation/Facility%20Usage/FSDirect/User%20Roles/Community%20User/CommunityUse%20Organization%20Event%20Coordinator.htm

- Reach out to the appropriate contact listed below:

Athletics
Questions regarding **middle/high school athletic facilities** (including schedule changes, quotes/invoicing), contact:
Vickie Williams (Athletic Facility Scheduler): 512-943-5000 ext 6105, williamsv@georgetownisd.org

Questions regarding the **GISD Athletic Stadium**, contact:
Jason Dean (Director): 512-943-7202, deanja@georgetownisd.org

The athletics department does not approve/manage the use of elementary facilities.

Fine Arts
Questions regarding **theater facilities** (including quotes/invoicing), contact:
Gretchen Parker (Secretary): 512-943-5000 x7549, parkerg@georgetownisd.org
Carol Watson (Director): 512-943-5000 x7186, watsonc@georgetownisd.org

Nutrition
Questions regarding **kitchen facilities**, contact:
Sonia Herrera (Secretary): 512-943-5193, herreras@georgetownisd.org

District Scheduler
For other/additional questions, contact:
Kathy O'Connor: 512-943-5000 x7623, oconnork1@georgetownisd.org (email preferred, if possible)