



Building Use for Outside Organizations - CommunityUse

Welcome to facility rentals via the “CommunityUse” system provided by Schooldude. If you are new to Cape Henlopen School District’s community use site or if you have never accessed our web based building rental system, it is easier than ever to submit an application to use our facilities. Simply click on the link below and you will be taken to the Schooldude community use site, which displays a building use calendar. This calendar will display all events occurring in the district at all of our buildings. You are also able to filter the calendar to only display specific schools within our district. Only events that have completed the approval process and have been activated will appear on the calendar. Events that are pending do not appear in this community use calendar.

Click on the following link to access the CommunityUse system:

<https://www.communityuse.com/default.asp?acctnum=286385638>

Locate the **Welcome Guest!, Login to request Facility Use** link in the upper right hand corner of the screen. Click the **Login...** link and you will be taken to a login screen. If this is your first time accessing the site, you will need to submit a request to create an account for your organization (This is done by clicking the link located directly above the email login field). Click on **“Don’t have an account? Create One”**. This will take you to the terms and conditions page. You will need to read and agree to these prior to moving on. This will move you to the registration wizard, which will permit you to submit all information regarding your organization. You will need to complete the necessary information for your organization, including your contact information. You will select a password to be used with this system. Please select something you will remember.

Please submit all relevant information for your organization, including name, address and insurance. You are able to select the button that uses your address for the organization address. Click on “save” and “next”, proceeding to the final step. You will need to review all of your information and then click on “submit requests”. You will then receive automated emails indicating the process for approval. Once your request is approved, you will receive an automated email indicating your login name (email) and password (the one you selected). You will use this to submit building requests. To create another request, simply begin the process again by following the steps to **Log in to request Facility Use** and then select the tab at the top of the screen titled “Request Facility Use”.

“Normal Schedule” is used for single events in the same building, held in the same time frame, up to 20 separate dates. “Recurring Schedule” is used for events being held over a daily, weekly, or monthly period with more than 20 separate dates.

When completing requests, ensure that you include information in the required fields and you submit specific instructions in the “Setup Requirements” area. This will ensure that the facility is able to accommodate your needs.

If you have any questions or concerns, please contact April Sharp at:

April.Sharp@cape.k12.de.us