

How to Login and Submit a Request

All requests must be submitted at least one month prior to the event. Use of facilities will be on a first come, first served basis. Please note, per our Board Policy, that an internal event will take priority over an external event, even if the external event is fully approved and activated. The status (approved/denied) of all requests will be sent out via email approximately 2 weeks after the online application is submitted. You are prohibited from publicizing the location of your event until your request is fully approved **AND activated**.

Liability Insurance

The Cape Henlopen School District is required by our insurance carrier to secure a Certificate of Liability Insurance as proof of your own coverage. You will be required to have General Liability Insurance coverage with Bodily Injury and Property Damage Limits of Liability in the amount of \$1 million Occurrence & Aggregate as the minimum Limits of Liability. The Cape Henlopen School District is to be added to your insurance policy as an additional insured entity, under a “Hold Harmless Agreement” / “Waiver of Liability” endorsement. Special event insurance can be purchased by contacting your local insurance agent. *Insurance documentation must be on file with the Cape Henlopen School District at least 1 week prior to your event. Failure to provide insurance by this deadline will result in your event being cancelled.*

Payment Terms

Facility usage rates are posted on the facilities management section of the Cape Henlopen School District website. Please use the rates to estimate your facility use expenses. Please note – all fees must be paid by check or money order within 30 days of invoice being issued via email. Please address to the attention of the Facilities Management Office.

Important Information

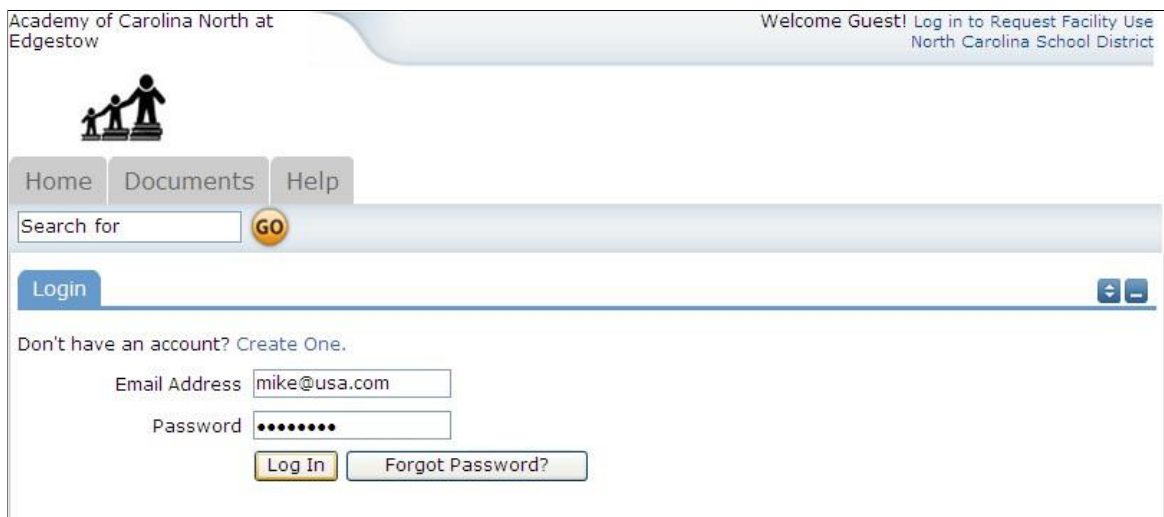
Approval of building use does not entitle applicants to post or send home flyers with children regarding events being held. Permission for this must be obtained through the Superintendent’s Office and is required to contain the District’s disclaimer. School usage fees are based on Cape Henlopen School Board approved rates for services provided. If you have any questions regarding this, or other facility usage questions, please don’t hesitate to contact April Sharp via email, April.Sharp@cape.k12.de.us. If you have any questions regarding accessibility to our facilities due to snow emergencies or other occurrences that may close the school, please contact the facilities office at 302-644-6314. *If you need to cancel your event, you must email April Sharp at least twenty-four (24) hours in advance.*

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

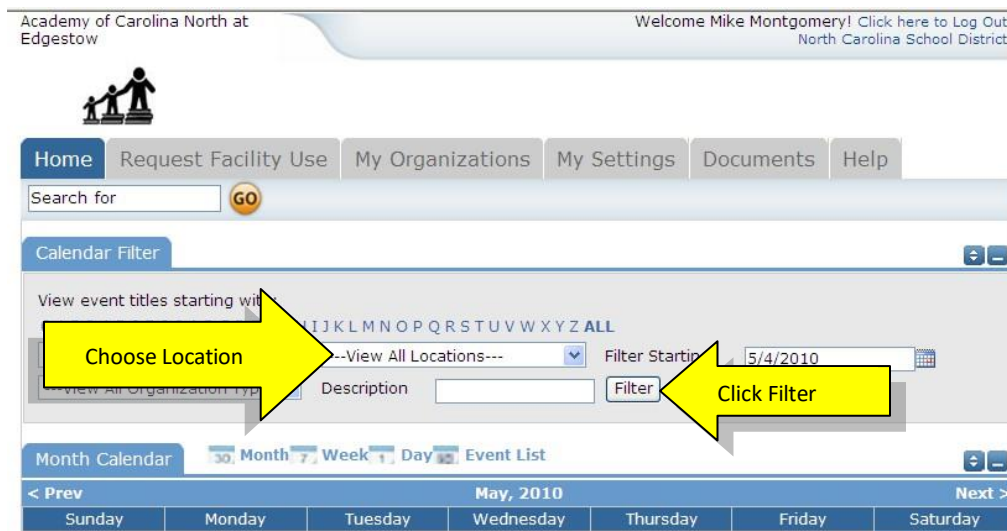
At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



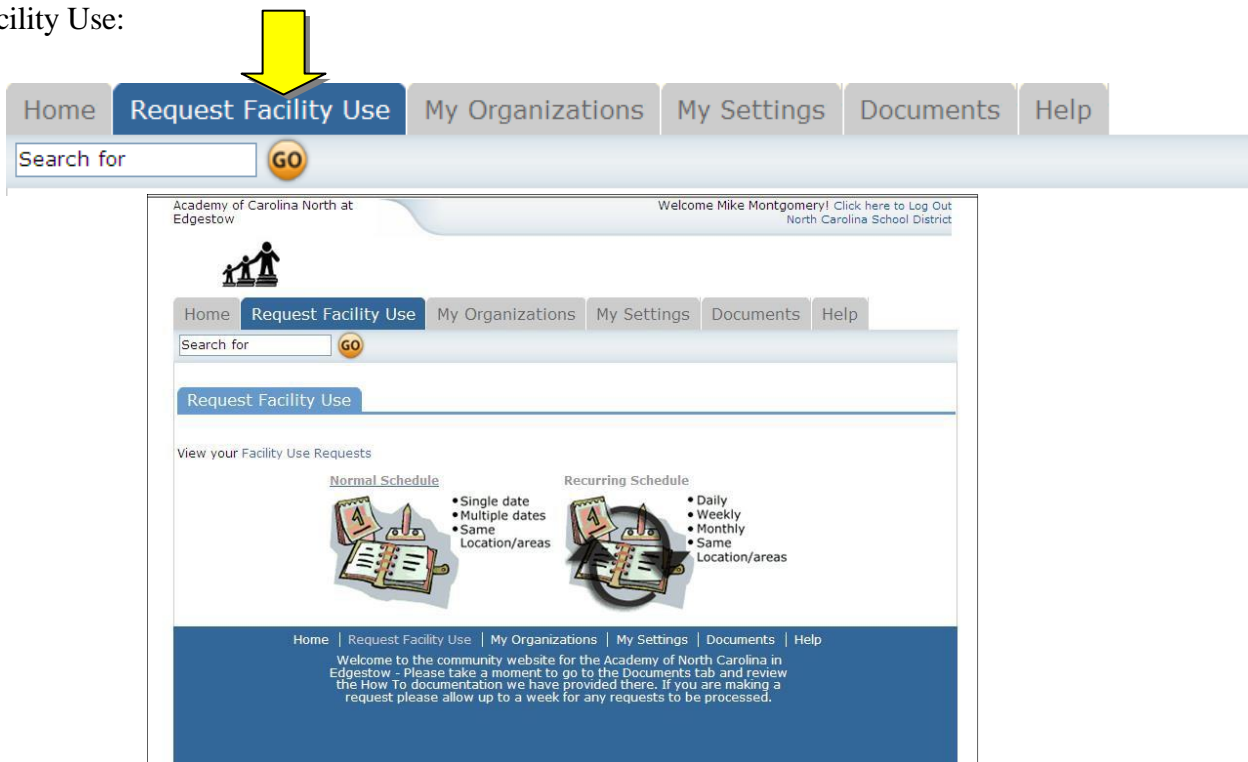
Enter your login name and password into the form and click Login:



When you login, you will start on the Home tab. Here you can view the calendar. If no events are showing, be sure you have a Location selected. Anytime you make a filter choice on the Calendar, be sure to click the Filter button.

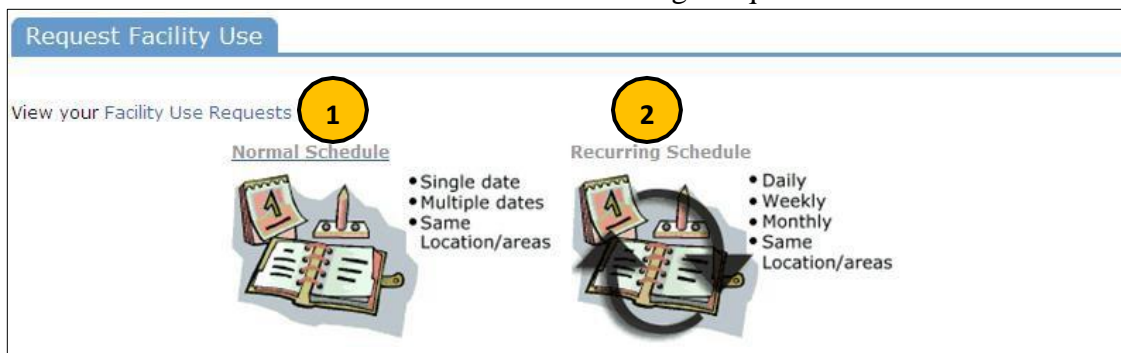


You will also see some tabs at the top of the page. To begin making a request choose Request Facility Use:





Note: You will be asked to read the terms and conditions that the district provides. You will be asked to read the terms and conditions that the district provides and verify that you agree to these terms each time you submit a request.

You have two forms to choose from when submitting a request.



1. The Normal Schedule Form is the easier to use. It will allow you to request up to 20 events at one time. All of your events should be in the same room(s) at the same time over different days.
2. The Recurring Schedule form will allow even more events. You can choose up to 100 events with this form, and the events should be in the same room(s) at the same time over different days – and these days will happen on a recurring basis (e.g. every Monday and Wednesday for a month).

Add Normal Schedule Request

You will be asked to fill in required fields. These are indicated with an orange vertical line (|). You can also 'hide' sections of the page by clicking on the  icon. You can use this feature to help minimize scrolling and to keep track of sections of the request page you have already completed. The  icon allows you to jump to different sections of the page.

CommunityUse - Add Normal Schedule Request

Scheduling Details Personalize

1 First Name Mike Last Name Montgomery

2 Event Title |

Event Description

Locations Wolfpack HS

Rooms

- Select Room--
- Baseball field
- Softball field
- Auditorium, Main
- Green Room, Mens
- Green Room, Womens
- Football Field
- Locker Room: Girls
- Driver Ed Classroom
- Classroom 500

(Use the CTRL key to select multiple rooms.)

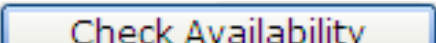
Event Date(s) |

3

4 Start Time | 1:00 AM End Time | 1:00 AM


(Use the CTRL key to select multiple rooms.)

Check Availability

1. After you've entered your Event Title,
2. You will be asked to choose a Location & Room. You can select up to 50 rooms by using the CTRL key to highlight your choices.
3. You can enter the Event Date by typing in the date or clicking on it from the calendar.
4. Then enter your event time. Times must be in 15-minute increments, so be sure to enter the broadest range of time required to accommodate your event.
5. You are **required** to 

This feature will look for conflicts with events that have already been approved on the calendar. Your requested rooms will show at the top, and the time frame you've requested will show in a yellow shade. If you see a **black or red X** in the box – there is already an event scheduled at that time. The system **will** allow you to proceed with entering your request even when a conflict is present. Unless the request is for an internal event, this will likely result in the request being declined based on district policy.

For a **Recurring Schedule** follow the same steps as above with the exception of entering dates. The date range field will look like this:

Start Recurrence | 

Recurrence Pattern |

Daily

Weekly Recur every week(s) on:


Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Monthly

Day of every month(s)


The first day of every month(s) h(s)


End Recurrence | 


Recurrence Patterns:

- **Daily** – this is *every* day in the date range including weekdays and weekends
- **Weekly** – Use this for meetings on specific days of the week. Choose Recur every “1” week for your weekly meetings and then choose the day of the week as well
- **Monthly** – You can have a meeting on a specific date (like the 15th) of each month, or you can choose the second option which allows you to choose a floating date like the Second Weekday of Every 1 month. Choosing every 3 months would be a quarterly meeting and every 6 months for bi-annual meetings, etc.

Next you will select your **Organization**. Only the organization(s) you’ve been approved for will show in the list. You will be able to see ALL contacts with that group.


Organization Information 

Organization | American Red Cross 

Contact | --Select Contact-- 

Insurance expires on: Bill Shakespeare
Coach K
Greg Puckett

Setup Requirements and Rental Requests:

Setup Requirements 

Required Maintenance Services

Audio/Visual

Custodial

Heating/Ventilation /Air Conditioning


Required IT Services

Internet Connection

Projector

Service Description

Service Description

Rental Requests 

Charge Type	Quantity	Rental description
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Check the box next to the services required and enter detailed setup information in the box. Fees may be associated with some services. Refer to the Facility Pricing List located on the website for more details.

Event Information

The screenshot shows a web form titled "Event Information". Below the title, it says "Below, please enter a number for:". There are five input fields: "Total Attending", "Adults Attending", "Children Attending", "Extra Chairs Required", and "Parking Spaces Required". A checkbox is labeled "Yes, please display events on the community calendar" and is checked. Below that is a text area for "Other Needs". A "Signature" field is followed by the instruction "(please enter your email address)". A checkbox is labeled "I confirm that I have previously read and agree with the terms and conditions of facilities use". A "Submit" button is at the bottom right. Yellow circles with numbers 1 through 4 point to the "Total Attending" field, the "Yes, please display events on the community calendar" checkbox, the "Other Needs" text area, and the "Submit" button, respectively.

1. **Total Attending** - Enter the approx. number attending.
2. **Yes, please display events on the community calendar** – leave this box checked unless the district indicates otherwise.
3. **Other Needs**- Additional information about your request can be entered here. If you have Setup Requirements enabled, it is recommended that as much information be put in those fields as possible.
4. **Signature/Terms & Conditions**- this is your Email address that you logged in with. It will need to match *exactly* and is case sensitive. You are also asked to confirm that you have read the Terms and Conditions. You can click the words ‘terms and conditions’ to review the district policy info.
5. **Submit** - After you have completed all required fields, entered your email signature, and agreed to the Terms and Conditions, click “Submit” to enter your request.

If your request was successfully entered, the webpage will reload and you will see a message like this: **Schedule #11111 has been saved!**

You should also receive an email notification confirming your request was received. Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.

Home Request Facility Use My Organizations My Settings Documents Help

Search for **GO**

CommunityUse - Request Facility Use List

Calendar Filter [-]

View event titles starting with:
 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

---View All Organizations--- ---View All Locations--- Filter Starting

---View All Organization Types Description Filter View All

Schedule #156718 has been saved!

[+ Request New Facility Use](#)

1 - 3 of total 3 listed Previous 20 Next 20

Schedule ID	Status	Location Room	Recurrence Start Date	Total Invoiced
Title	Schedule State		End Date	Total Paid
No Of Events	Organization		Event Date(S)	
	Declined Reason			
156715	Submitted	Community Center North	Non-recurring	\$0.00
Montgomery Meeting	Inactive	Viper Room	5/1/2010	\$0.00
5	Abracadabra Dance Studio		5/8/2010	
			5/15/2010	
			5/22/2010	
			5/29/2010	

The My Organizations Tab:

This tab displays the Organization(s) for which you have been approved. Address and insurance information can be verified here. Please contact your CommunityUse administrator if any of the information is inaccurate or out of date to have this updated.

Academy of Carolina North at Edgestow Welcome Mike Montgomery! [Click here to Log Out](#)
 North Carolina School District

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

Search for **GO**

My Organizations [-]

Filtering [-]

View Organization starting with
 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

[+ Request Another Organization](#)

1 - 1 of total 1 listed Previous 10 Next 10

	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Approved	Abracadabra Dance Studio	commercial	101 E Sutton

[+ Request Another Organization](#) Previous 10 Next 10

Print to PDF[®]

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

Search for **GO**

Organization Information [-]

[Click here to ask administrator to update your organization information](#)

Organization Name

Address

FEIN

Sales Tax Exemption No. Tax Exempt? Yes No

Insurance Information [-]

Insurance Company

Policy Number

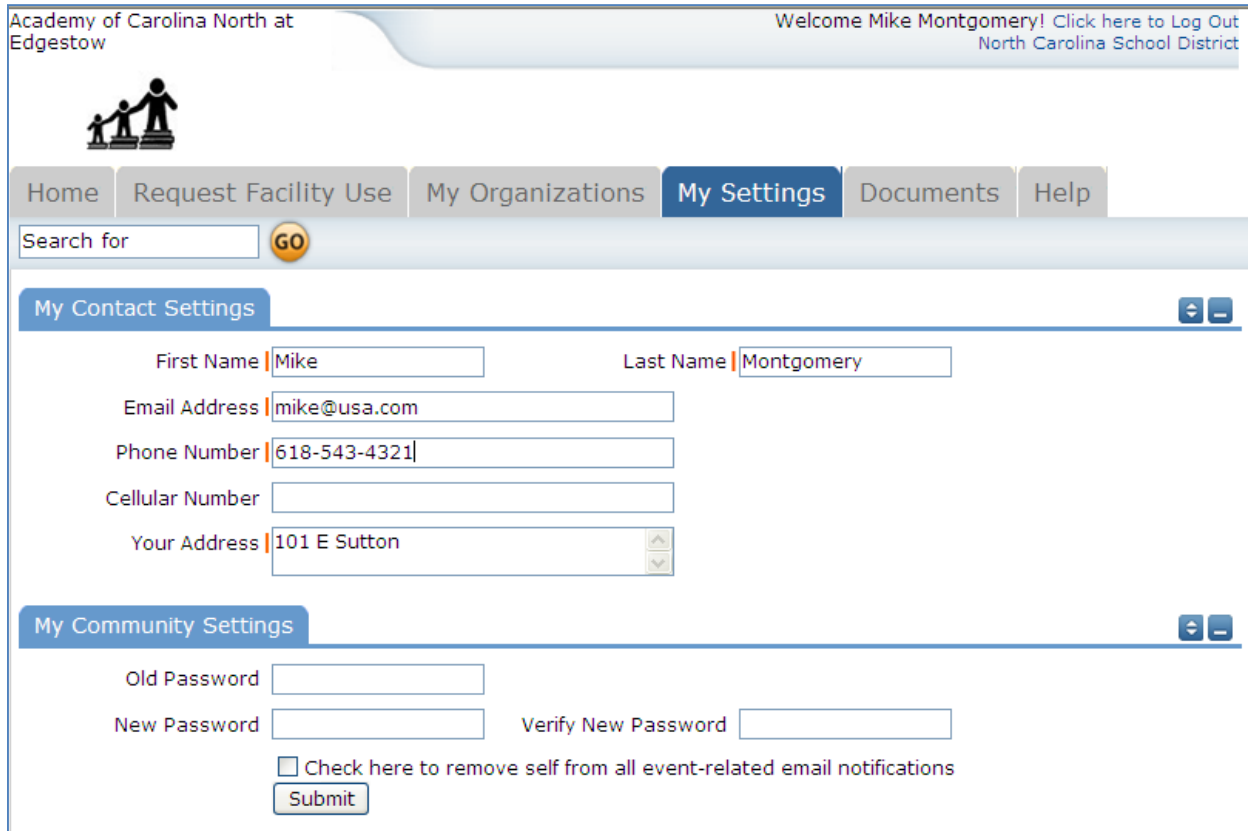
Coverage

Coverage Date to

The My Settings Tab:

This tab is where you are able to update your personal contact information or reset your password.

Be sure to click Submit to save any changes.






The screenshot shows the 'My Settings' tab of the CommunityUse website. The page header includes the Academy of Carolina North at Edgestow logo and a welcome message for Mike Montgomery. The navigation menu includes Home, Request Facility Use, My Organizations, My Settings (selected), Documents, and Help. A search bar is located below the navigation menu. The 'My Contact Settings' section contains input fields for First Name (Mike), Last Name (Montgomery), Email Address (mike@usa.com), Phone Number (618-543-4321), Cellular Number, and Your Address (101 E Sutton). The 'My Community Settings' section includes input fields for Old Password, New Password, and Verify New Password, a checkbox for removing self from all event-related email notifications, and a Submit button.

Academy of Carolina North at Edgestow

Welcome Mike Montgomery! [Click here to Log Out](#)
North Carolina School District

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

Search for 



My Contact Settings  



First Name Last Name

Email Address

Phone Number

Cellular Number

Your Address  

My Community Settings  

Old Password

New Password Verify New Password

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

Thank you for using the CommunityUse site to submit your online requests. Refer to the Help tab for contact information should you have any questions.