

How to Request Access to Submit Online Facilities Requests

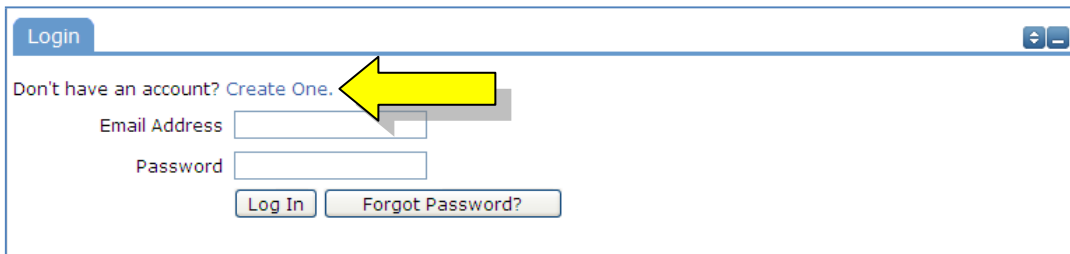
All facility usage requests are made through our community use online system. Facility pricing information and Board Policy #707 must be reviewed prior to submitting a facilities request. This information is located on our district website <https://www.capehenopenschools.com/departments/operations/facilities>

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

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

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

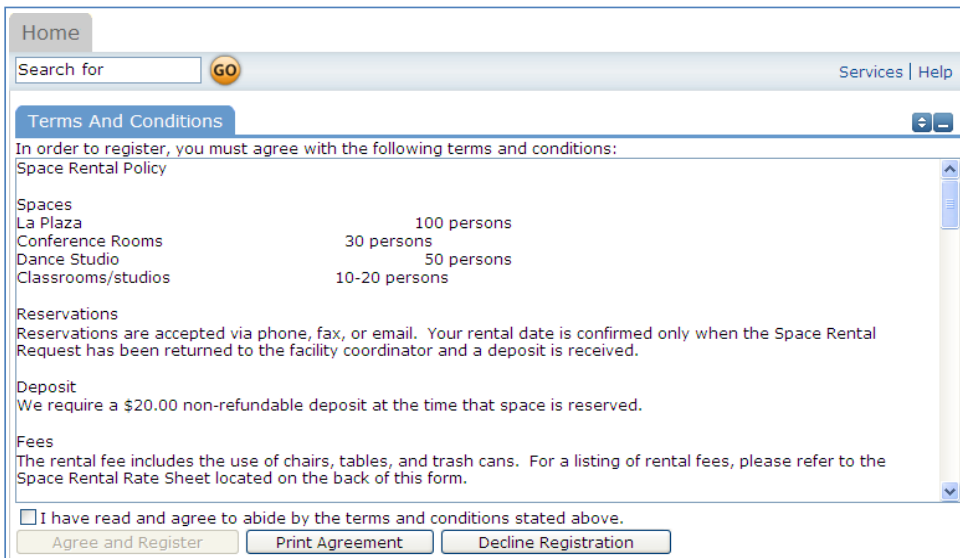


The screenshot shows a login form with the following elements:

- Header: Login
- Text: Don't have an account? [Create One.](#) (A yellow arrow points to this link)
- Form fields: Email Address, Password
- Buttons: Log In, Forgot Password?

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

Read and agree to the Terms and Conditions.



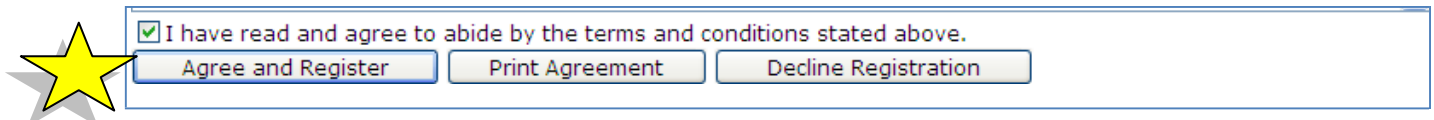
The screenshot shows the Terms and Conditions page with the following content:

- Home
- Search for [] GO Services | Help
- Terms And Conditions
- 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.



The screenshot shows the Terms and Conditions page with the checkbox checked and a yellow star next to it:

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

The screenshot shows the 'Step 1 of 3: Personal Profile' registration wizard. It includes sections for 'My Contact Settings' and 'Password Settings'. The contact settings are filled with: First Name: Adam, Last Name: Smith, Email Address: adam@trading.email.com, Phone Number: 111-212-1122, and Your Address: 5001 Revenue Blvd, Cash, NC 55554. The address field has an orange asterisk. The password settings show a Password and Verification field, both with masked characters. A checkbox for 'Check here to remove self from all event-related email notifications.' is present. A yellow arrow points to the 'Save & Next' button.

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

The screenshot shows the 'Step 2 of 3: Request Organizations' registration wizard. It includes a 'Request Your Organization' section with fields for Organization Name (Smith Learning Co.), Organization Type (---Select Organization Type---), and Organization Address (5001 Revenue Blvd, Cash, NC 55554). A checkbox 'Use Your Contact Address as Organization Address' is checked. A yellow arrow points to the 'Add Organization' button. Below is a 'Requested Organization List' table with columns for Organization Status, Organization Name, Organization Type, and Address. The table is currently empty, showing 'No record found'. A yellow arrow points to the 'Add Organization' button.

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

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

The screenshot shows the 'Requested Organization List' table. It has a header with columns: Organization Status, Organization Name, Organization Type, and Address. The table contains one row with the following data: Organization Status: Pending (with a red 'X' icon), Organization Name: Smith Learning Co., Organization Type: (empty), and Address: 5001 Revenue Blvd, Cash, NC 55554. A yellow arrow points to the 'Pending' status, and another yellow arrow points to the 'Save & Next' button.

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

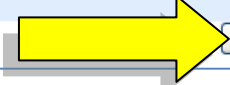
Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

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 Previous 10 Next 10

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

Previous 10 Next 10



An email will go to the districts 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 to begin requesting facility usage.