Instructions on Requesting a New Community Use Account

Below are the steps that are required for external users to set up a new Community Use account with SchoolDude.

1. The new help site link below has all of the information you will need to create a new account. If you go to the link that is provided below, there are instructions on how to create an account, and then how to submit a request once your account has been approved: http://help.dudesolutions.com/Content/Documentation/Facility%20Usage/FSDirect/User%20Roles/Community%20User/CommunityUse%20Organization%20Event%20Coordinator.htm
2. **Please visit the link below to request an account:** https://www.communityuse.com/default.asp?acctnum=344544827
3. Once the account is created it will be submitted to North Reading Public Schools for approval. As long as you do not uncheck the box to unsubscribe from emails when you are setting up your account, you will receive an email letting you know that your request for an account has been approved and that you can visit the Community Use page to begin submitting requests once you log in.
4. Please note that it is necessary that when requesting space through SchoolDude**,** to **enter each reservation location separately from each other** (for example: if booking the HS Gym and the Performing Arts Center, please book them in two separate reservations). This is important since the approval process is sent to the specific site coordinators of those spaces for approval. SchoolDude does not have the capability to break down a request that involves all of those spaces and send them to specific coordinators for approval.
5. If you are going to have more than 200 people in attendance to your event it is your responsibility to contact the North Reading Police and Fire Departments and hire details as required by the Town.
6. As a non school group, you are required to submit your organization's liability insurance information and certificate which would be kept on file in the Business Office of the North Reading Public Schools. It can be faxed to us at (978) 664-0252 or you can scan it and email it to any of the site coordinators below.
7. User Fees and the Rules and Regulations are accessed on our NRPS website at http://www.north-reading.k12.ma.us/ under the Facility Rental link. Anyone in your organization supervising a group in our areas should receive a copy of the rules and regulations from you.
8. Please contact one of the site coordinators below if you have any questions regarding requesting a Community Use account or submitting requests to book space:

- **Performing Arts Center, Chorus Room, Band Room, Distance Learning Lab:**
  Allison Kane at the NRHS Theater Department akane@nrpsk12.org or 978-664-7800 ext. 5329
- **School Gyms:**
  Laura DiBacco at the NRHS Athletic Department ldibacco@nrpsk12.org or 978-664-7800 ext. 5291
- **All other spaces (school cafeterias/cafetoriums, school libraries/Media Center, classrooms):**
  Rosaly MacKillop at the Business Office rmackillop@nrpsk12.org or 978-526-5252