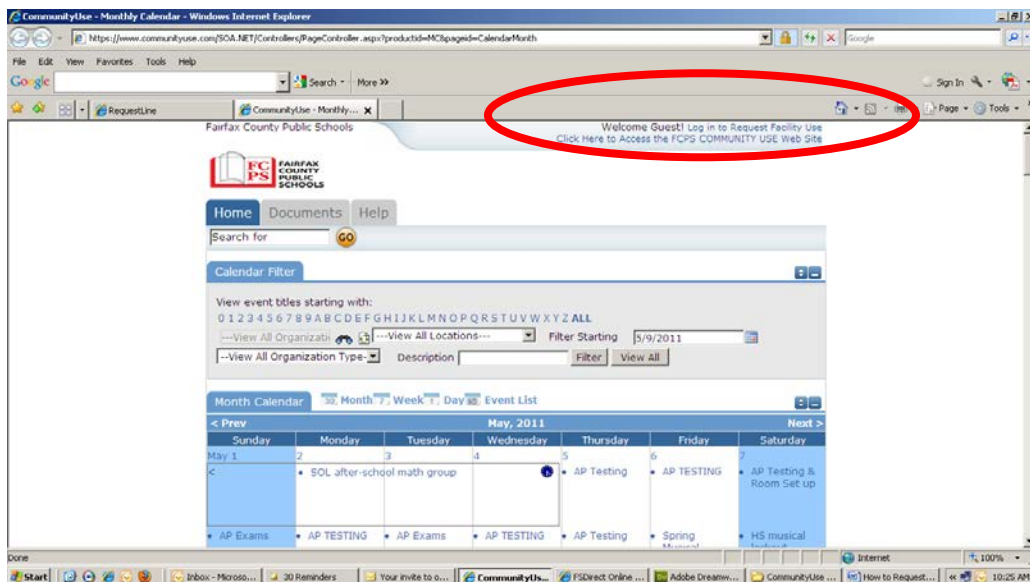


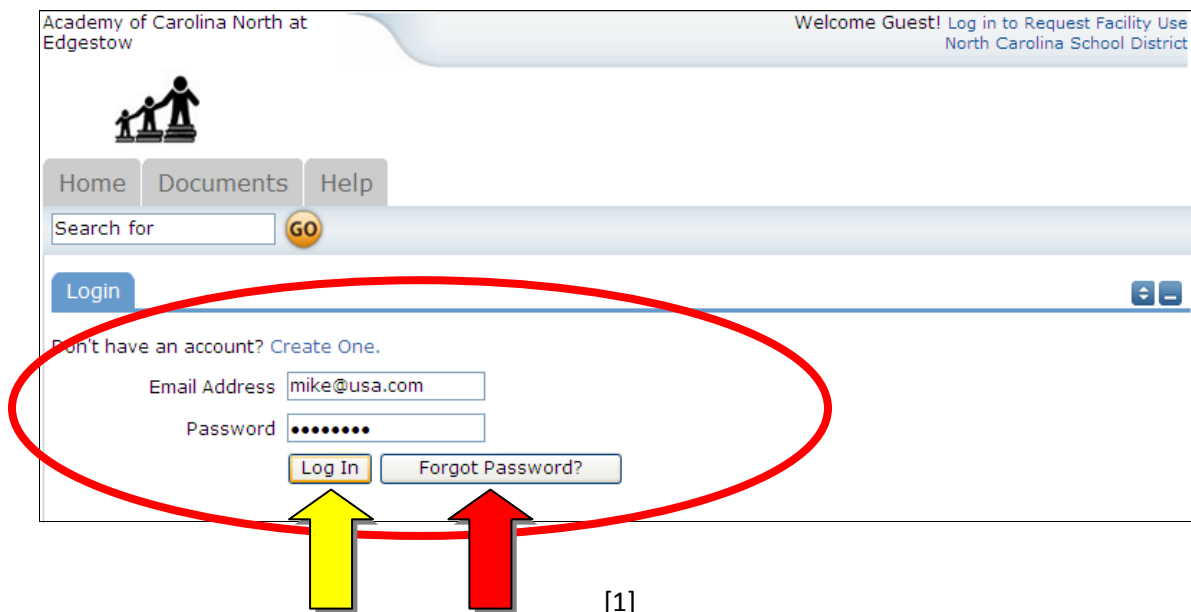
## How to Login and Submit a Request for Facility Usage in Fairfax County Public Schools

Go to <http://www.communityuse.com/default.asp?acctnum=738652987>

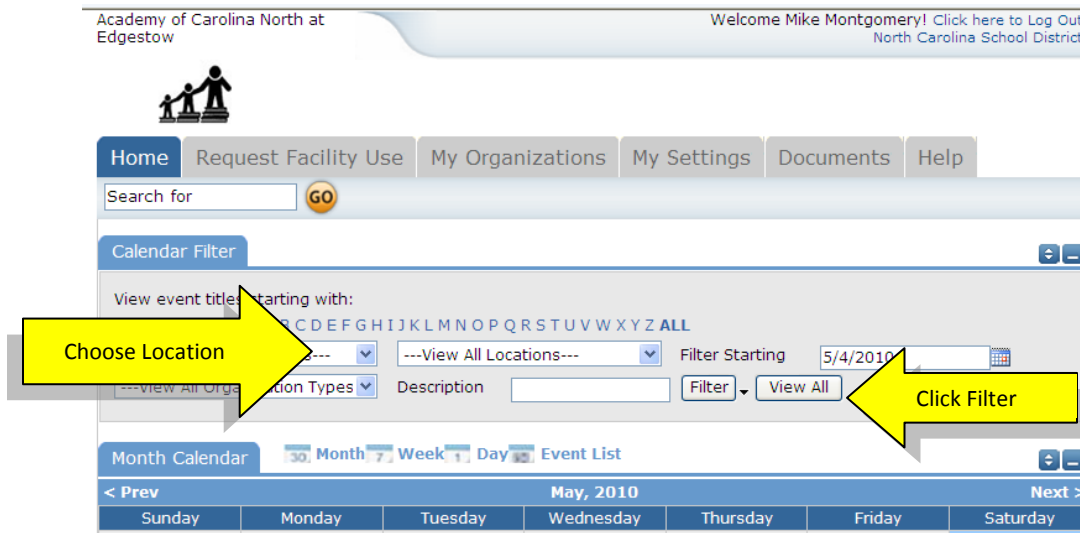
At the top right-hand side of the screen, you will see a link to Login to Request Facility Use. Click here to login. Please note the next step will require an email address and password. **If you do not have an account, you will be able to create one. If you forgot your password, you will be able to request your password via email.**



If you have already registered for an account, enter your email address and password into the form and click Log In. If you do not have an account, select "Create One". **Please allow appropriate time for the Community Use Section to activate your new user account if you are registering for the first time. If you forgot your password, click Forgot Password.**



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



To begin making a request for facility usage, **select the “Request Facility Use” tab.** You will also see other tabs at the top of the page. Please keep in mind, requests must be submitted at least fifteen (15) business days prior to use, per School Board Regulation 8420.



**Note:** If this is your first time making a request through CommunityUse, you will be asked to read the Terms and Conditions. You will also be asked to verify that you agree to these terms each time you submit a request for space in Fairfax County Public Schools.

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


Request Facility Use

View your Facility Use Requests

**1**

Normal Schedule


- Single date
- Multiple dates
- Same Location/areas



**2**

Recurring Schedule

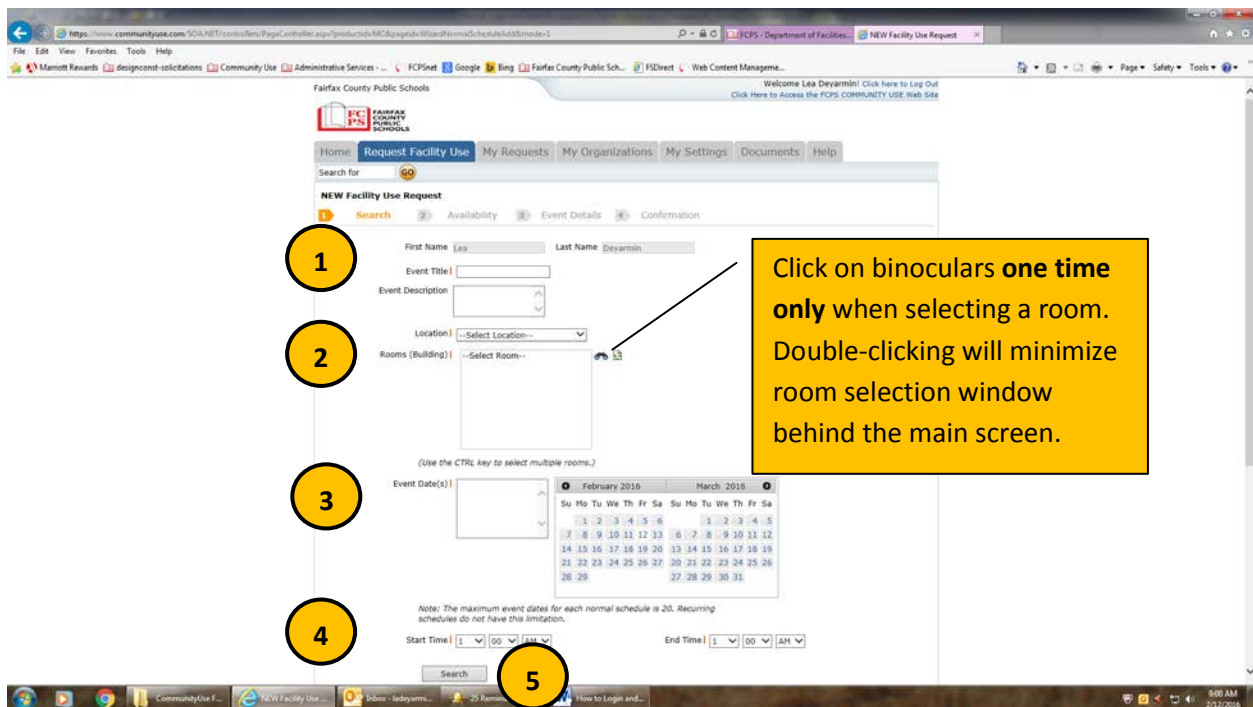
- Daily
- Weekly
- Monthly
- Same Location/areas



1. The **Normal Schedule Form** will allow you to **request up to 20 event dates at one time for a specific activity**. All of your events should be in the same room(s), at the same time over different days (up to 20 event dates).
2. The **Recurring Schedule Form** will allow you to **choose up to 100 event dates for a specific activity**, and the events should be in the same room(s) at the same time over different days (up to 100 event dates) – and these days will happen on a recurring basis (i.e. every Monday and Wednesday for a month, or every Sunday for a year, etc.)

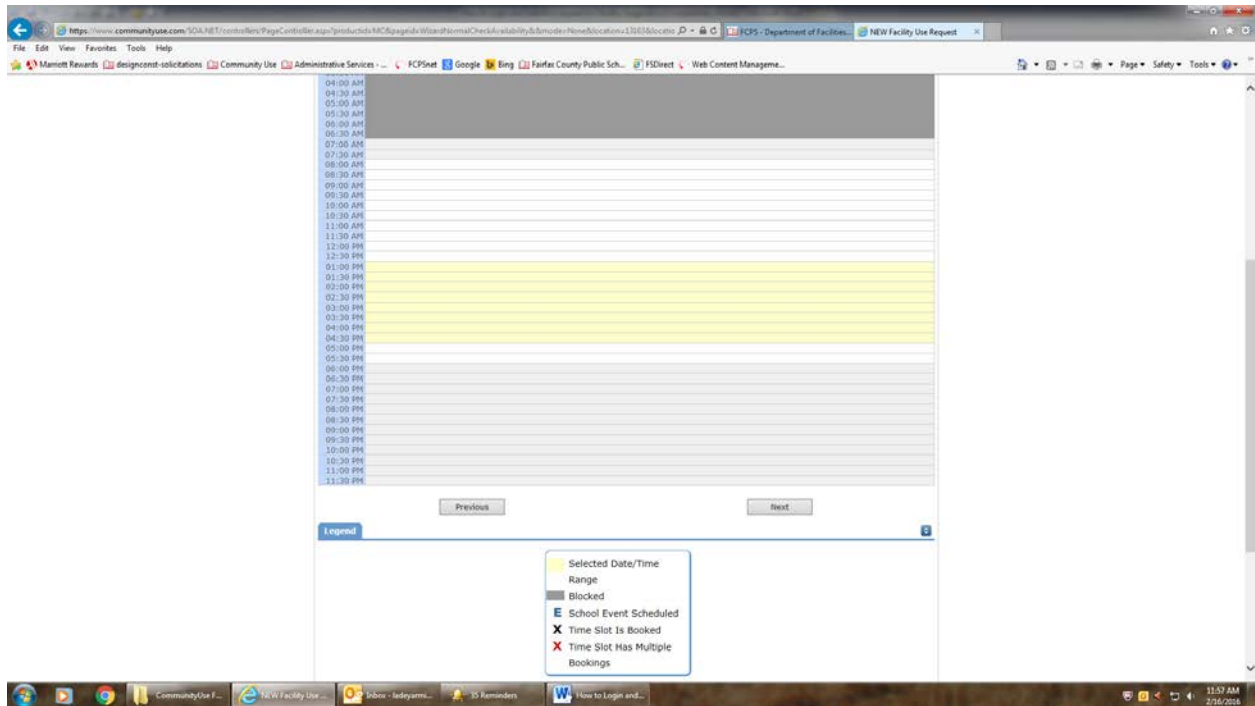
Let's start with a **Normal Schedule**.

You will be asked to fill in some required fields. These are indicated with an orange vertical line



1. Enter your **Event Title**. This will display in all calendar views.
2. Select a Facility **Location & Room**. You can select up to 50 rooms at one location.
3. Enter **Event Date** by typing in the date (**i.e. 05/11/2016**), or clicking on it from the calendar. No blank spaces allowed in Event Date field.
4. Select your event time (Start Time and End Time). Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event.
5. Select the **Search** button.

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 yellowish color. If you see a **black or red X** in the box – there is already an event scheduled at that time. **If the room being requested is not available at the time needed (black or red X), the scheduling system will allow you to proceed with entering your request even when a conflict is present. Please do not submit a request if a conflict is present.** This will likely slow the processing time of your request, and may result in the request being declined based on FCPS Policy.

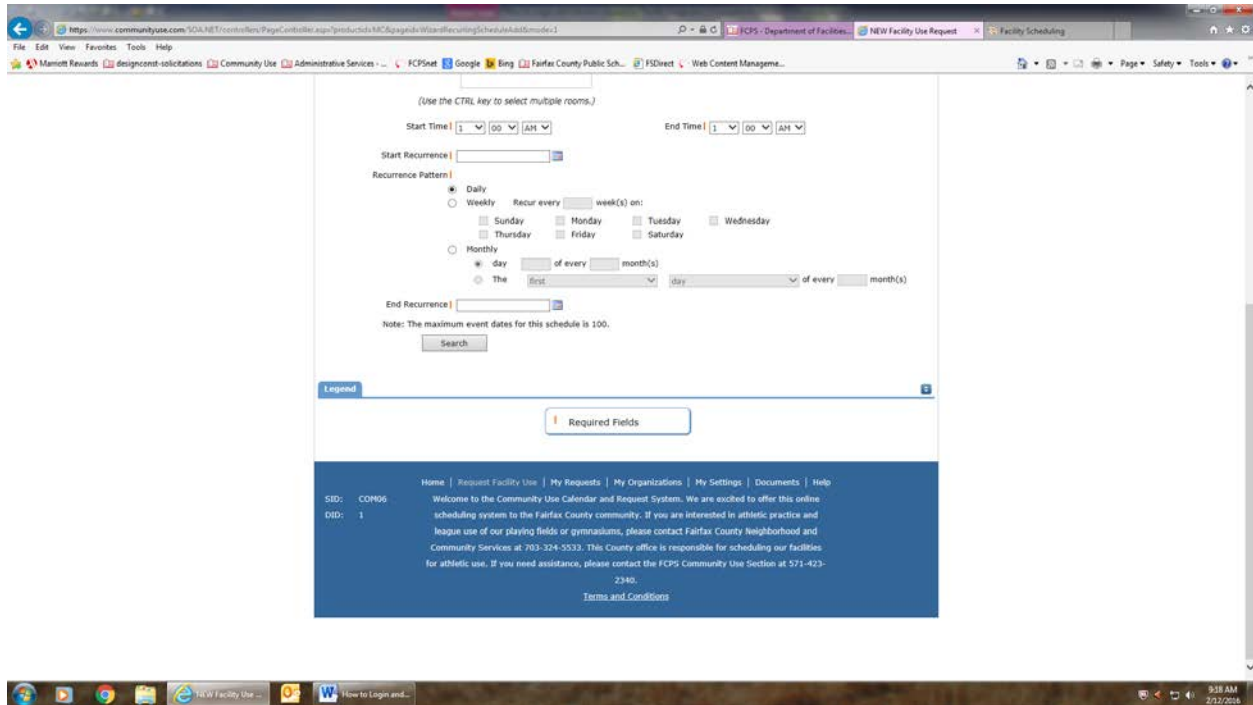


If a conflict does not appear, and you wish to continue with your reservation request, please select the **Next** button.

If a conflict is present, please select the **Previous** button in order to request a different room.

For a **Recurring Schedule** follow the same steps as above with the exception of entering dates.

The date range field will look like this:

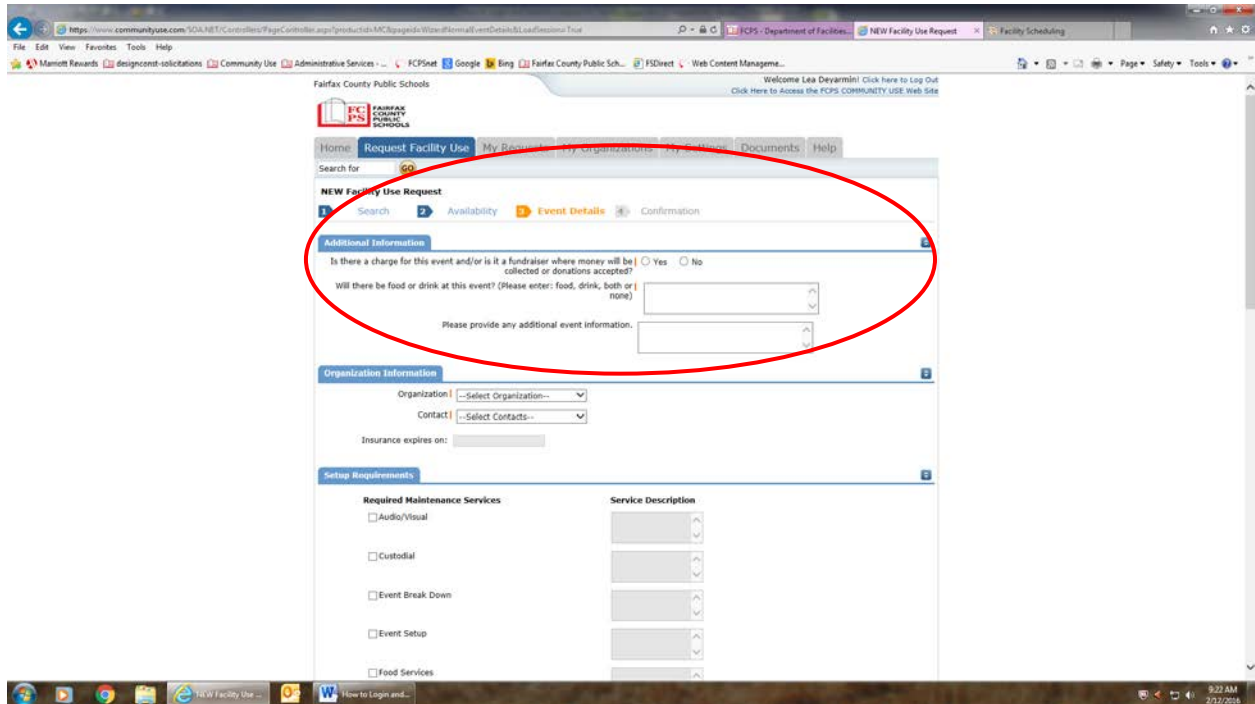


## Recurrence Patterns:

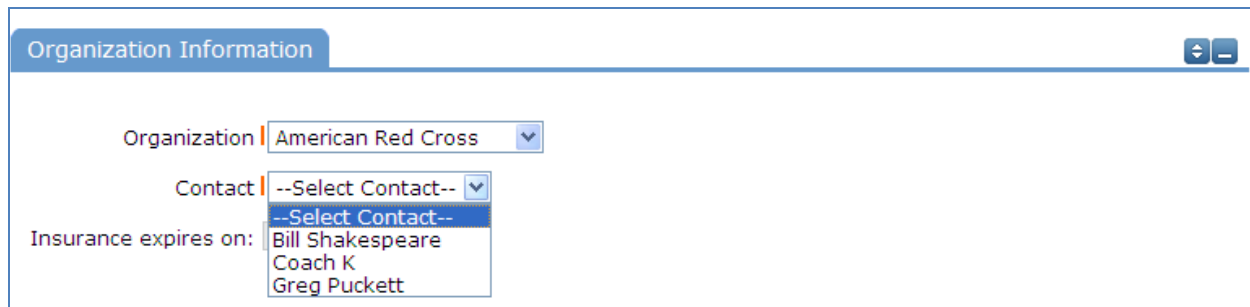
- **Daily** – this is every day in the date range **including weekdays and weekends**.
- **Weekly** – Use this for meetings on specific days of the week. Choose Recur every “1” week for your weekly meetings, and then choose the day of the week as well. Enter Recur every “2” weeks for events recurring every two weeks. Enter Recur every “3” weeks for events recurring every three weeks.
- **Monthly** – You can have a meeting on a specific date (like the 15<sup>th</sup>) 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 enter **Additional Information** regarding your event.

- Is there a charge for this event and/or is it a fundraiser where money will be collected or donations accepted?
- Will there be food or drink at this event? (Please enter: food, drink, both or none).  
**Per School Board Regulation 8420, food is only permitted in the cafeteria. Water is allowed in the gym.**
- Please provide any additional event information.



After the Additional Information Section, 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.



## Setup Requirements Section:

The screenshot shows a web browser window with the following content:

- Browser title: CommunityUse - Add Normal Schedule Request - Windows Internet Explorer
- Address bar: https://www.communityuse.com/50A.NET/controllers/PageController.aspx?productId=MC&pageId=AddNormalSchedule&mode=1
- Page title: Setup Requirements
- Section: Required Maintenance Services
- Services listed with checkboxes:
  - Audio/Visual
  - Custodial
  - Event Break Down
  - Event Setup
  - Food Services
  - Heating/Ventilation /Air Conditioning
  - Miscellaneous
- Section: Service Description
- Text boxes for service descriptions, each with a dropdown arrow.

To request special services, check the box and then enter detailed setup information in the Service Description box. Some services may be limited to availability. There may be fees associated with some services.

Look under the Help tab, and contact the FCPS Community Use Section 571-423-2340 or [fcpscommunityuse@fcps.edu](mailto:fcpscommunityuse@fcps.edu) for more information on services, availability and cost. **School Board Notice 8420 outlines the fee schedule for facility use**, and is available under the Documents Tab and on our Community Use Section web site: <http://www.fcps.edu/fts/comuse/>.



Next you will enter your **Event Information**.

The screenshot shows a web browser window displaying the 'Event Information' form. The form is divided into several sections, each highlighted with a yellow circle and a number:

- 1**: Total Attending - Input field for the approximate number of attendees.
- 2**: Yes, please display events on the community calendar - A checked checkbox.
- 3**: Other Needs - A dropdown menu for additional information.
- 4**: File Attachments - A table with columns for Delete, Date, Submitted By, Description, Filename, and Size. Below the table, it states 'No attachments' and '(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)'. There is an 'Add new file' button.
- 5**: Signature - An input field with a placeholder '(please enter your email address)'. Below it is a checkbox 'I confirm that I have previously read and agree with the terms and conditions of facilities use'.
- 6**: Save - A button to submit the request.

At the bottom of the form, there is a legend with a warning icon and the text 'Required Fields' and 'Insurance Expired'. The footer of the page contains navigation links: Home | Request Facility Use | My Requests | My Organizations | My Settings | Documents | Help. It also includes a welcome message: 'Welcome to the Community Use Calendar and Request System. We are excited to offer this online scheduling system to the Fairfax County community. If you are interested in athletic practice and league use of our playing fields or gymnasiums, please contact Fairfax County Neighborhood and Community Services at 703-324-5533. This County office is responsible for scheduling our facilities.'

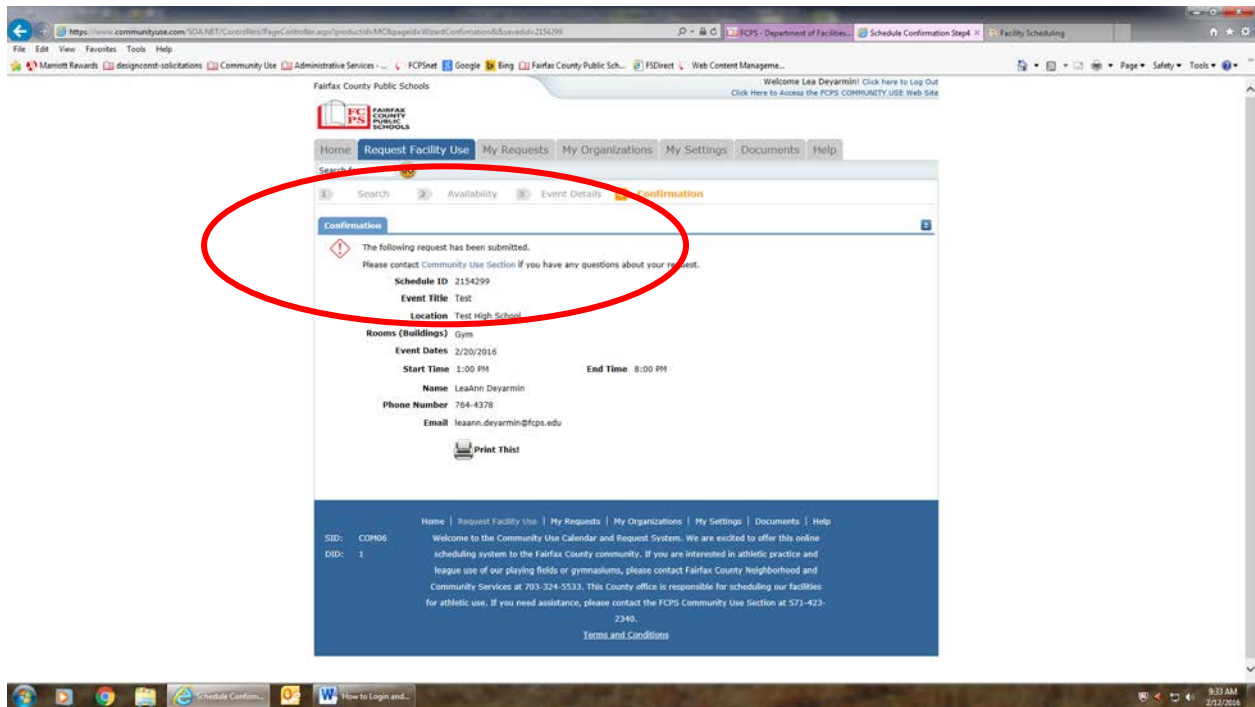
## Event Information

- Total Attending** - Enter the approx. number attending event - **Other information under section #1 is optional**
- Yes, please display events on the community calendar** – **leave this box checked**
- Other Needs** - Additional information about your request can be entered here for the school requested to review.
- File Attachments** – If you have a document you believe may be helpful for the school to have, please add the file here.
- 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 Fairfax County Public School policy information.
- Save** - After you have completed all required fields, entered your email signature and agreed to the Terms and Conditions, click "Save" to enter your request.

If your request was successfully entered, the web page will reload and you will see a message like this:

**The following request has been submitted. Please contact the Community Use Section if you have any questions about your request. Please select Print, for your records.**

**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.**

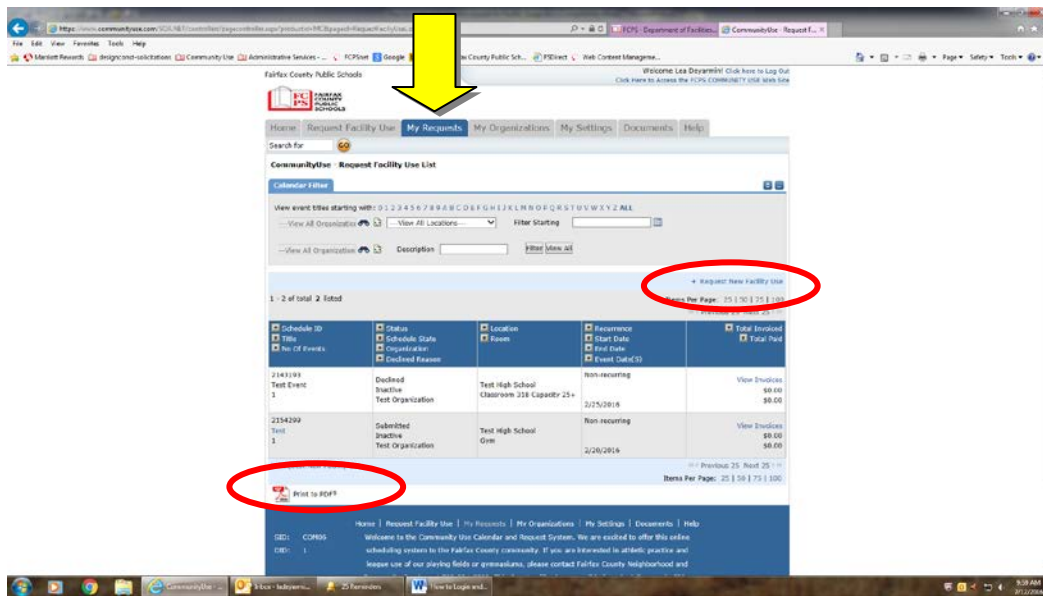


**Please allow 3 business days for your facility request to be processed by Fairfax County Public Schools' staff.**

If you have any questions regarding your submitted request, please contact the designated Community/Building Use School Contact. Please refer to the [Community Use web site \(http://www.fcps.edu/fts/comuse/index.shtml\)](http://www.fcps.edu/fts/comuse/index.shtml) for list of school contacts.

## My Requests Tab:

You may review the status of your submitted requests via the **My Requests** tab at the top of the screen.



This page will show a list of requests that you have submitted. You will be able to see the current status of your submitted requests, details about the events, and even total amount invoiced and paid. You can print by selecting the **Print to Pdf** icon at the bottom of the list. You can also use the calendar filter section at the top of the page to help find an event you are looking for. If you need to submit a new request, simply click on the ["Request New Facility Use" link.](#)

If a schedule is still in the **Submitted** state, you will be able to click on the **Event Title** to edit the request. Once a request has been marked **Approved**, you will no longer be able to change the request, and you will be required to contact the school building use staff. Please refer to the [Community Use web site \(http://www.fcps.edu/fts/comuse/index.shtml\)](http://www.fcps.edu/fts/comuse/index.shtml) for list of school contacts.

## Viewing the Calendar:

The CommunityUse Calendar can be viewed by both registered and unregistered users.

The calendar appears on the **Home** tab. If no events appear on the calendar, be sure to select a location from the filter drop-down menu. Any time you make a selection in a filter drop-down menu, click the **Filter** button to sort the events. The **View All** button will clear your filter and show all events.

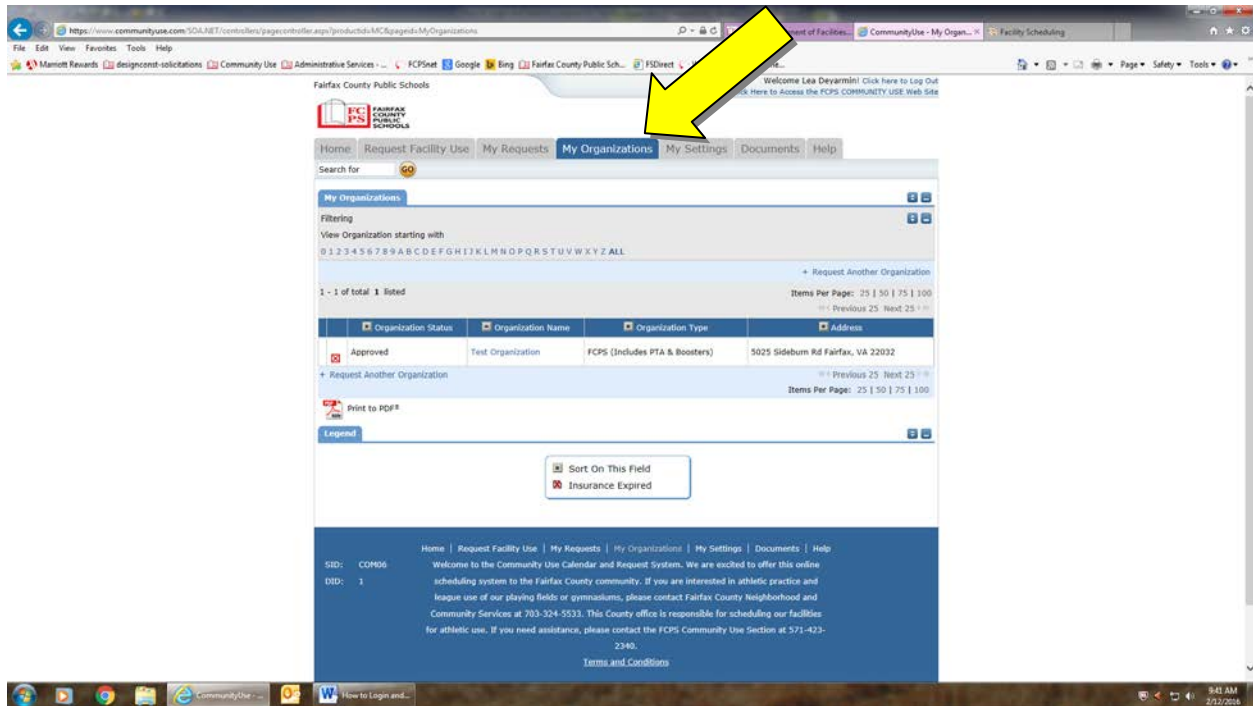
To view more information about an event, simply click on the **Event Title**. This will open up a new window containing event details. From that window, you can send an email with the **Tell a Friend** button or click **Print Event** to send event information to your printer.

The screenshot shows a web browser displaying the Fairfax County Public Schools Community Use Calendar for February 2016. The page includes a navigation menu with options like Home, Request Facility Use, My Requests, My Organizations, My Settings, Documents, and Help. A search bar is present above the calendar filter. The calendar filter section allows users to view event titles starting with a specific letter (A-Z), view all organizations, view all locations, and filter by starting date (2/12/2016). Below the filter is a 'Month Calendar' view showing a grid of events for the month of February. The events are listed by date and day of the week, with descriptions for each event. For example, on February 1st, there is an event titled 'Ballfield Construction -- Set on Stage Aud (Feb 7)\*\*'. The calendar also includes a 'Next >' button to navigate to the following month.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
11	Feb 1 Ballfield Construction -- Set on Stage Aud (Feb 7)** Room Block MS Academic Advising Sparkles More...	2 ** Set on Stage Aud (Feb 7)** WIDA testing JMC test Drill Team Practice More...	3 HPS WIDA testing Computer SET-UP HPS 7a-10p Music Theatre Rehearsal Block School Event FHS Science Fair snow day LED 7a-4p WIDA Testing More...	4 WIDA testing WIDA testing Testing SGA Blood Drive - Yoga 100m WIDA Testing More...	5 Testing - Community Use Blocked School Event District Band Room Block MS WIDA Testing More...	6 VEX Robotics Competition Music Theatre Rehearsal Block School Event Games & Practices WTW Winter Sports More...	
12	Ballfield Construction -- Set on Stage Aud (Feb 7)** Art Gala Set-up School Event Outside Event More...	8 Ballfield Construction Testing - Community Use Blocked FCANS Classes Room Block Social Studies Orientations More...	9 WIDA Music Theatre Rehearsal Block School Testing Junior Focus Day More...	10 WIDA Music Theatre Rehearsal Block Theatre Blackout WHES IA Team Prof Dev More...	11 School Event WIDA Testing WIDA Testing Social Studies Orientations More...	12 Theatre Mainstage WIDA Testing Finance Park Field Trip More...	13 DHS AUX gym use Field House Practice Book WTW Winter Sports More...
14	Fairhill Testing Art Show Middle School Musical Show Dates School Event More...	15 George Washington Holiday Fairhill Testing WIDA Testing Room Block More...	16 Fairhill Testing Art Show Accredition Team Mtg Drill Team Practice More...	17 School Event WIDA testing Accredition Team Mtg Senior Cap & Gown Photos Room Block More...	18 Art Show School Event WIDA testing WIDA Testing Testing More...	19 Theatre Mainstage Snow WIDA testing WIDA Testing Testing More...	20 WIDA Testing SAT Test Winter Sports Games and Practices Winter field practice WINTER SPORTS STADIUM PRACTICE (SAT)

## My Organizations Tab:

You can come here to review the Organization(s) that you have been approved to submit facility request for.



Clicking the Organization Name will take you to the Organization Information page, where you can verify address and other important information including **insurance information**. Please contact the **Community Use Section @ 571-423-2340** if any of the information is inaccurate or out of date and needs updated.

The screenshot shows the 'Organization Information' form. The navigation menu at the top includes 'Home', 'Request Facility Use', 'My Organizations' (highlighted), 'My Settings', 'Documents', and 'Help'. Below the navigation is a search bar and a 'GO' button. The main content area is titled 'Organization Information' and includes a link to 'Click here to ask administrator to update your organization information'. The form has two sections: 'Organization Information' and 'Insurance Information'. The 'Organization Information' section includes fields for Organization Name (American Red Cross), Address (103 E Main St, Roxboro, NC x5469), FEIN, Sales Tax Exemption No., and Tax Exempt? (Yes/No). The 'Insurance Information' section includes fields for Insurance Company, Policy Number, Coverage, and Coverage Date.

## My Settings Tab:

You can come here to update your personal contact information or reset your password.

Be sure to click Submit to save any changes.

https://www.communityuse.com/SDA.NET/controls/pages/controlforapps/product/du/AC/Signin/MySettings

Fairfax County Public Schools

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

Search for

**My Contact Settings**

First Name: Lea Last Name: Deyarmin

Email Address: leadeyarmin@hotmail.com

Phone Number: 703-555-1212

Cellular Number:

Your Address: Address Goes Here

**My Community Settings**

Current Password:

Password:

Confirm Password:

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

Submit

Legend

Required Fields

SID: COM06  
DID: 1

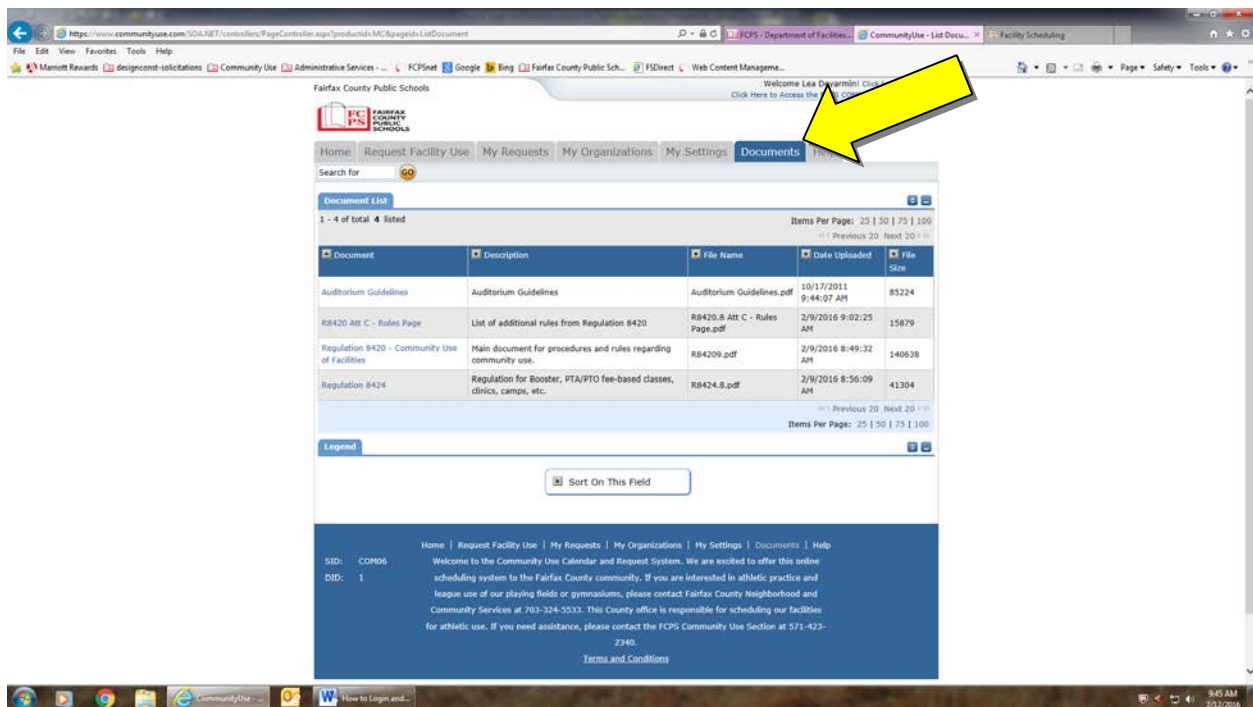
Welcome to the Community Use Calendar and Request System. We are excited to offer this online scheduling system to the Fairfax County community. If you are interested in athletic practice and league use of our playing fields or gymnasiums, please contact Fairfax County Neighborhood and Community Services at 703-224-5533. This County office is responsible for scheduling our facilities for athletic use. If you need assistance, please contact the FCPS Community Use Section at 571-423-2340.

Terms and Conditions

9:47 AM  
2/3/2016

## Documents Tab:

You can come here to review documents pertaining to building use in Fairfax County Public School facilities.



The screenshot shows the Fairfax County Public Schools Community Use system. The 'Documents' tab is highlighted in the navigation menu, indicated by a yellow arrow. The page displays a list of documents with the following columns: Document, Description, File Name, Date Uploaded, and File Size.

Document	Description	File Name	Date Uploaded	File Size
Auditorium Guidelines	Auditorium Guidelines	Auditorium Guidelines.pdf	10/17/2011 9:44:07 AM	85224
RB420 Att C - Rules Page	List of additional rules from Regulation 8420	RB420.8 Att C - Rules Page.pdf	2/9/2016 9:02:25 AM	15879
Regulation 8420 - Community Use of Facilities	Main document for procedures and rules regarding community use.	RB4209.pdf	2/9/2016 8:49:32 AM	140638
Regulation 8424	Regulation for Booster, PTA/PTO fee-based classes, clinics, camps, etc.	RB424.8.pdf	2/9/2016 8:56:09 AM	41304

Below the table, there is a 'Legend' section and a 'Sort On This Field' button. The footer contains the following text:

Home | Request Facility Use | My Requests | My Organizations | My Settings | Documents | Help  
SID: COR06  
DID: 1  
Welcome to the Community Use Calendar and Request System. We are excited to offer this online scheduling system to the Fairfax County community. If you are interested in athletic practice and league use of our playing fields or gymnasiums, please contact Fairfax County Neighborhood and Community Services at 703-324-5533. This County office is responsible for scheduling our facilities for athletic use. If you need assistance, please contact the FCPS Community Use Section at 571-423-2340.  
[Terms and Conditions](#)

Thank you for using the Fairfax County Public School's CommunityUse calendar and request system to submit your online facility requests. **Should you need assistance, please contact the Community Use Section at 571-423-2340 or via email at [fcpscommunityuse@fcps.edu](mailto:fcpscommunityuse@fcps.edu).**