

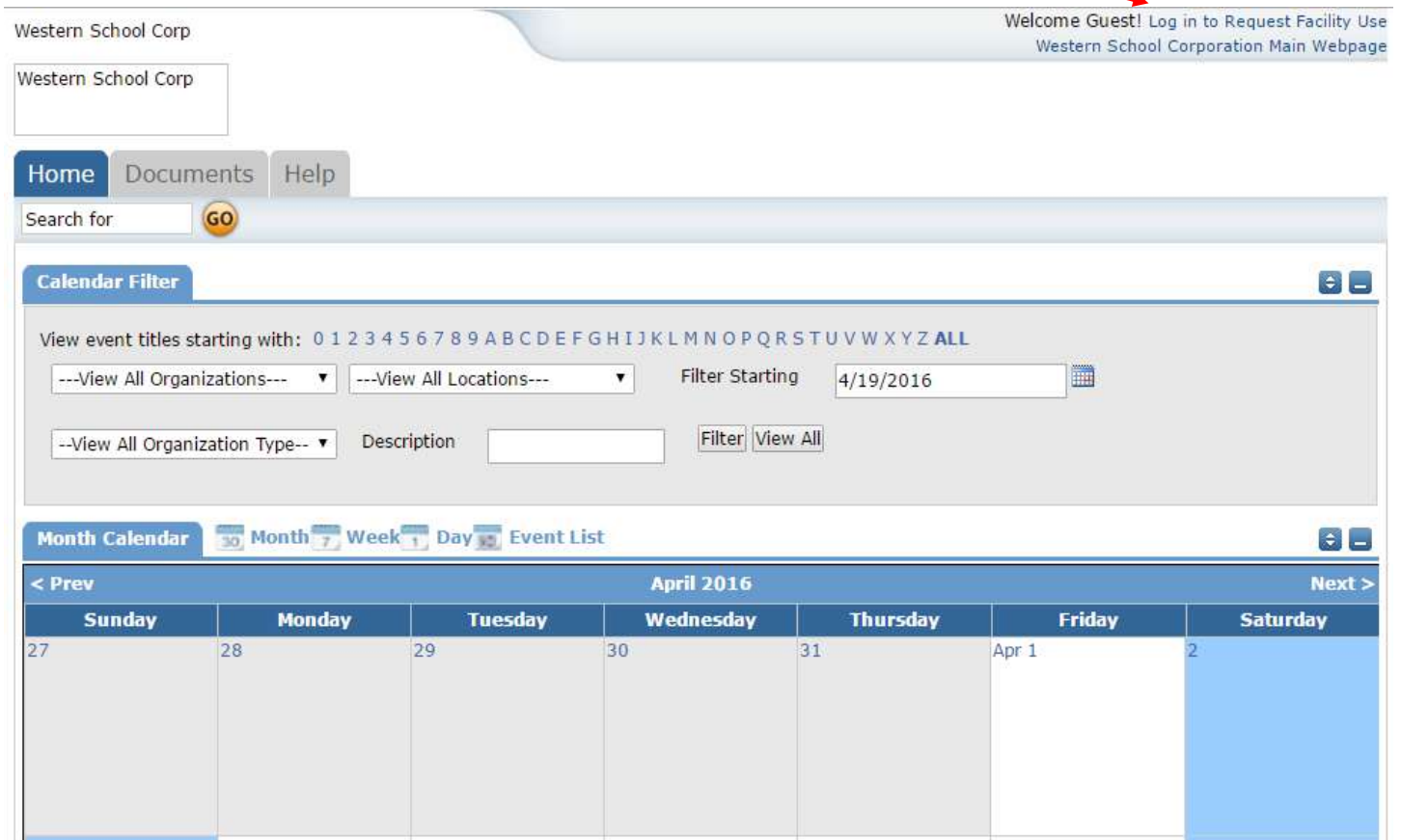
# Western Community Facility Request Form

This online form allows community members the ability to request the use of Western School Corporation facilities. You can access the online form from the Western Corporation webpage [www.western.k12.in.us](http://www.western.k12.in.us) also by following the

URL: <https://www.communityuse.com/default.asp?acctnum=1947196928>

- You will first be taken to a calendar and be able to log in and Request a facility.

Once you arrive at the page below click on the “Log in to Request Facility Use”



Western School Corp

Welcome Guest! [Log in to Request Facility Use](#)  
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Search for

**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 4/19/2016

--View All Organization Type-- Description

**Month Calendar**  Month  Week  Day  Event List

April 2016								
< Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Next >
	27	28	29	30	31	Apr 1	2	

- The next screen will take you through creating an account if you have requested a facility in the past you can use the account you created. If you have not created an account click on the "Create One" link

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**Login**

Don't have an account? [Create One.](#)

Email Address

Password

SID: COM03  
DID: 5

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[Terms and Conditions](#)

- When creating your account you must first accept the Terms and Conditions for requesting a facility.

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**Terms And Conditions**

In order to register, you must agree with the following terms and conditions:

Categories for Facility Usage

Category 1: School Affiliated Groups  
 School affiliated groups are defined as those activities directly related to the Corporation. Examples of Category 1 groups are: A) P.T.O. Activities, B) Activities of Extracurricular Clubs and Organizations recognized by the Master Contract, and C) Curricular activities held outside the regular school time. No usage fees will be charged for Category 1 activities. Personnel fees may apply for custodial and technical help or for costs incurred for extraordinary activities involving prolonged setup, use and cleanup, and special services (security) associated with major activities.

☐ I have read and agree to abide by the terms and conditions stated above.

SID: COM03  
DID: 5

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[Terms and Conditions](#)

- Please enter all required information. Please be sure to remember your password, this is important if you want to check the status of your request.

**Registration Wizard**

[Personal Profile](#) [Request Organizations](#) [Confirmation](#)

**My Contact Settings**

First Name |  Last Name |

Email Address |

Phone Number |

Cellular Phone |

Your Address |  \*

*Note: This is your Contact Address. You will enter the organization address on the next page.*

**Password Settings**

Password |  Verification |

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

[Save & Next](#) [Cancel](#)

**Legend**

- Please enter your organization information. You are able to be a part of more than one organization. Be sure you select "Add Organization" you will see "Pending" next to the "Organization Status " then click "Save and Next"

**Registration Wizard**

[Personal Profile](#) [Request Organizations](#) [Confirmation](#)

**Request Your Organization**

Organization Name |

Organization Type |

Organization Address |

☐ Use Your Contact Address as Organization Address

[Add Organization](#)

**Requested Organization List**

Items Per Page: 25 | 50 | 75 | 100

Previous 10 Next 10

Organization Status	Organization Name	Organization Type	Address
No record found			

Previous 10 Next 10

Items Per Page: 25 | 50 | 75 | 100

[Previous](#) [Save & Next](#) [Cancel](#)

- Verify the information you entered and then click “Submit Requests” This process does NOT request a facility, this merely sends notice that your organization would like to request an event.

### 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** Test Form

**Email Address** test@western.k12.in.us

**Phone Number** 555-555-5555

**Cell Phone** 555-555-5555

**Your Address** address here

1 - 1 of total 1 listed

Items Per Page: 25 | 50 | 75 | 100

Previous 10 Next 10

Organization Status	Organization Name	Organization Type	Address
Pending	Sample Organization		enter organization address

Previous 10 Next 10

Items Per Page: 25 | 50 | 75 | 100

Previous Submit Requests Cancel

- Once the district has approved your account/ organization you will receive an email with instructions to submit your facility request. Western School Corporation reserves the right to decline any organization or user access to the Facility Request form.

**Organization / account approval may take up to 1 business day.**

SchoolDude Message Center <message.center@smtp.schooldude.com>

to test

Your request to be an Event Coordinator for the Sample Organization is approved!

To log into our Community Calendar to request facilities for your organization, click here: <https://www.communityuse.com/default.asp?acctnum=1947196928>

Thank you!


- Once approved, you will receive an email . In that email will be a link you will be taken back to the calendar page. You will again click “Log In to Request Facility Use”

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Western School Corporation Main Webpage


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Search for 

**Calendar Filter**

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---View All Organizations--- ---View All Locations--- Filter Starting 4/19/2016 

--View All Organization Type-- Description  Filter View All

**Month Calendar**  Month  Week  Day  Event List

< Prev April 2016 Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Apr 1	2


- Now enter the email address and password you created. If you forget your password please click “Forget Password” link.

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**Login**

Don't have an account? [Create One.](#)

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SID: COM03  
DID: 5


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Click on the “Request Facility Use” tab if you do not see the screen below. Select one of the three schedule types:


- **Normal Schedule: Most commonly used and the one covered in this guide** (Up to 20 event dates can be selected). This schedule is used when all event dates will share the same time and room(s).
- **Recurring Schedule:** (Up to 100 events can be added). This schedule is used for events that follow a pattern (Every Monday and Wednesday for a semester or the 3rd Friday of the Month for the entire year). All event dates will share the same time and room(s). \*Note: For specific instructions on entering a Recurring schedule, click on the Help link at the top right of the screen and then click on FSD Requester Online Help.

[Home](#) | [Request Facility Use](#) | [My Requests](#) | [My Organizations](#) | [My Settings](#) | [Documents](#) | [Help](#)


Search for  

[Request Facility Use](#)

View your Facility Use Requests

**Normal Schedule**  


- Single date
- Multiple dates
- Same Location/areas

**Recurring Schedule**  


- Daily
- Weekly
- Monthly
- Same Location/areas

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SID: COM03  
DID: 5

[Terms and Conditions](#)

When entering a schedule, any field with a red checkbox beside it is a required field. The system will not save your request if the information is not filled out.

- Enter the Event Title.
- Click on the drop down menus beside Location and Rooms to select the spaces that are needed. (If your event spans multiple locations you will need to submit multiple facility requests)
- Choose your event dates by clicking on the date in the calendar box to the right. You can click on the arrows in the calendar box to select a different month. (You can select multiple dates by holding down the CTRL key and click the multiple dates)
- Enter the Start Time and End Time and make sure that you are selecting AM or PM for the correct time of day.
- Click on the "Search Button"

- This will show you the availability of the room you are requesting click "Next" if there are no conflicts. If there are conflicts click "Previous" and you can select another location or room.

1 Search

2 Availability

3 Event Details

4 Confirmation

First Name

Last Name

Event Title

Event Description

Location

Rooms (Building)

--Select Room--  
Cafeteria(Intermediate)  
Library(Intermediate)  
Library(Primary School)  
The Big Room(Primary School)  
West Gym

(Use the CTRL key to select multiple rooms.)

Event Date(s)

April 2016
May 2016

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	2	1	2	3	4	5	6
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time   
End Time

Search

Location: Western Primary and Intermediate  
Rooms Selected:  
☒ West Gym  
Date range: 5/9/2016 to 5/9/2016  
Selected time: 1:00 PM to 1:30 PM

Room Availability

Mon 05/09

12:00 AM	
12:30 AM	
01:00 AM	
01:30 AM	
02:00 AM	
02:30 AM	
03:00 AM	
03:30 AM	
04:00 AM	
04:30 AM	
05:00 AM	
05:30 AM	
06:00 AM	
06:30 AM	
07:00 AM	
07:30 AM	
08:00 AM	
08:30 AM	
09:00 AM	
09:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
01:00 PM	
01:30 PM	
02:00 PM	
02:30 PM	
03:00 PM	
03:30 PM	X
04:00 PM	X
04:30 PM	X
05:00 PM	
05:30 PM	
06:00 PM	
06:30 PM	
07:00 PM	
07:30 PM	
08:00 PM	
08:30 PM	
09:00 PM	
09:30 PM	
10:00 PM	
10:30 PM	
11:00 PM	
11:30 PM	

Previous

Next

- Enter any Additional Information items required that have a RED check mark. **A CPR/AED certified person is required to attend. (On page 5 you will be able to upload a copy of the certification card.)**

- Here select the organization you are a part of and the contact.

#### Additional Information

Will there be an individual present from your group that is CPR/AED certified? ☐ Yes ☒ No

Please name the individual(s) that is/are CPR/AED certified that are part of your group and that will be present at the requested event. Also at the bottom of the page please add a scanned copy of the certification card. **THIS IS A REQUIRED ITEM.**

How many attending are Western students?

Will there be food or drink at this event? (Please enter: Food, Drink, Both or None)

Please list staff required (example: officer)

Time for opening of facility.

Time for closing of facility.

Dressing room(s) needed? ☐ Yes ☒ No

Please enter time of setup

Please enter teardown time

#### Organization Information

Organization

Contact

Insurance expires on:



- Enter any Additional setup information. For event setup please include items such as: Tables, Chairs, Trash cans, and other specific info for event setup.
- Also you can include lighting, P/A system, Scoreboard, sound system.
- Required IT Services include items such as: Projector, Screen, DVD player, etc.

**Required Maintenance Services**

- ☒ Event Setup
- ☐ Lighting
- ☐ P/A System
- ☐ Scoreboards
- ☐ Sound System

**Service Description**

3 Tables, 4 chairs

**Required IT Services**

- ☐ DVD/VCR Unit
- ☒ Projector
- ☐ Wireless Connection

**Service Description**

Need projector and screen

- Enter the following information. The only required field is "Total Attending"
- Please upload the CPR certificate at this location by clicking "Add New File"
- The signature page confirms you agree to the terms and conditions of Western School Corporation Facility Use.

Event Information

Below, please enter a number for:

Total Attending

Adults Attending

Children Attending

Extra Chairs Required

Parking Spaces Required

Yes, please display events on the community calendar ☐

Other Needs

File Attachments

[Add New File](#)

Delete	Date	Submitted by	Description	Filename	Size
No attachments					

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

Signature  (please enter your email address)

☐ I confirm that I have previously read and agree with the terms and conditions of facilities use

[Previous](#) [Save](#)

- To view the status of your request you can log into the Facility Request page which is linked on the corporation web page. You will use the login you created on page 2.

Western School Corporation Main Webpage

Got a problem? Email us

Schedule Request

My Requests

Settings

My Requests

Shortcuts

Related Links

Legend

My Schedule Requests

List of Requested Schedules

Search for

GO

Show All

1 - 2 of total 2 listed

Sort Schedules by Organization

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

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Schedule State	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	
1005	Submitted	Western Middle and Highschool	Non-recurring	View Fees
Dance Club	Inactive	High School Commons	4/14/2016	\$0.00
3	Dance Club	Library	4/15/2016	\$0.00
			4/16/2016	
1000	Canceled	Western Middle and Highschool	Non-recurring	View Fees
School/Dude Test	Inactive	High School Cafeteria	2/24/2016	\$0.00
	HS Girls Golf		2/27/2016	\$0.00
			3/1/2016	

1 - 2 of total 2 listed

Previous 20 Next 20