

# Litchfield School District / SAU # 27

## Community Members Requester Guide Quick Step Guide for Registered Requesters

Once your user account is approved, you may login to the Litchfield School District Community Facility Use Request system.

If you have not already registered, then you must contact the SAU Offices to ensure you are an approved user. By submitting all required paper work in advance and getting approval, you will have a better opportunity to start requesting sooner.

### Approved users:

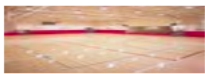
- Go to the Litchfield School District website and click on the Community Facility Requests button under Important Resources.



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

Litchfield School District SAU# 27

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



[Home](#) [Documents](#) [Help](#)

Search for  [GO](#)



- Enter your user name and password, and click Log In.

A screenshot of the login page on the Litchfield School District website. The page has a blue header with 'Home | Documents | Help' and a search bar. Below the header is a 'Login' section with a blue 'Login' button. The text 'Don't have an account? [Create One.](#)' is displayed. There are two input fields: 'Email Address' with the value 'eflynn@litchfieldsd.org' and 'Password' with masked characters. Below the fields are 'Log In' and 'Forgot Password?' buttons. The footer of the page also contains 'Home | Documents | Help'.

# Litchfield School District / SAU # 27

- When you login, start on the Home tab. Here you can view the calendar. If no events are showing, be sure to **select as location**. The calendar is searchable and includes a filter feature. You can filter by organization, location, and date. Be sure to click the Filter button when you are ready to view results.

The screenshot shows the website interface with the 'Home' tab circled in red. Below the navigation bar is a search bar with a 'GO' button. The 'Calendar Filter' section includes a dropdown for 'View event titles starting with:' (0-9, A-Z, ALL), a dropdown for 'View All Locations', a dropdown for 'View All Organization Types', a 'Filter Starting' date field set to '4/2012', and a 'Filter' button. A yellow arrow labeled 'Select' points to the 'View All Locations' dropdown, and another yellow arrow labeled 'Click Filter' points to the 'Filter' button. Below the filter section is a 'Month Calendar' for May 2012, showing events for each day of the month.

May, 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	May 1 • LASP Before School Care  • Student Council Meetings	2 • LASP Before School Care  • Admin Meeting	3 • LASP Before School Care  • Open Enrollment	4 • LASP Before School Care  • Interviews-SPED Director	5 • South Central Middle School Music festival  • Litchfield Baseball Assoc.

Please Note: Even though you may be requesting use of facilities (Building or a field) it does not mean it will be approved. You must have all your paperwork submitted for approval and the area must be available for use.

- The school district reserves the right to schedule events in advance as well as bumping out events already scheduled. This will only happen if there is an unforeseen issue and the area or field is needed. (Example: Play offs for sports cause already scheduled games to be moved or cancelled)
- To begin making a request choose Request Facility Use:

The screenshot shows the website interface with the 'Request Facility Use' tab circled in red. Below the navigation bar is a search bar with a 'GO' button. The 'Request Facility Use' section is titled 'View your Facility Use Requests' and features two options: 'Normal Schedule' and 'Recurring Schedule'. Each option includes a list of criteria and an icon of a calendar.

**Normal Schedule**

- Single date
- Multiple dates
- Same Location/areas

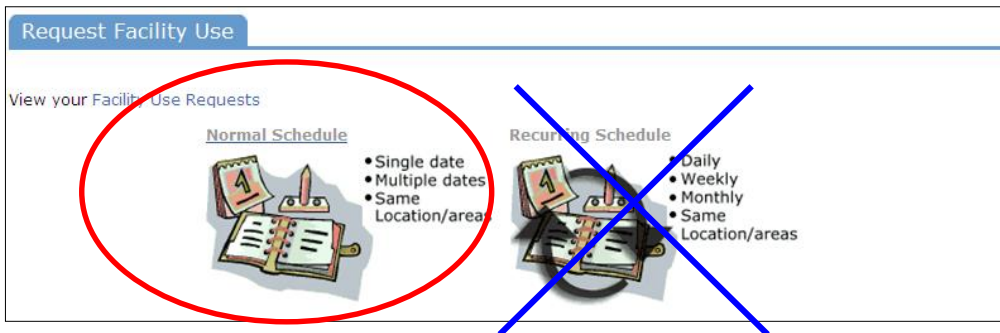
**Recurring Schedule**

- Daily
- Weekly
- Monthly
- Same Location/areas

# Litchfield School District / SAU # 27

Note: if this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify you agree to these terms each time you submit a request.

Although there are two forms to choose from when submitting a request, we ask that you only use the **Normal Schedule**. There are known problems with the Recurring Schedule that may result in your request not being processed.



The Normal Schedule form is easier to use and will allow you to request up to 20 events at one time that are in the same location over different dates.

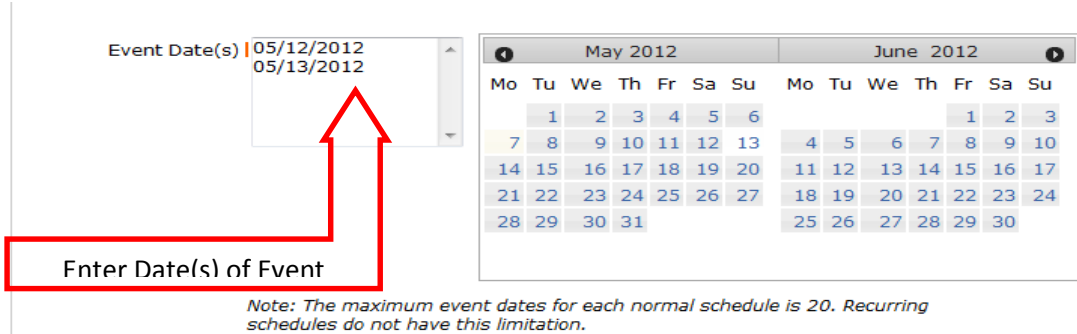
- Click on **Normal Schedule**. Fill in the required fields, which are indicated with a red vertical line. ||

a. Fill in Event Title:

b. Select a location:

# Litchfield School District / SAU # 27


c. Enter the date(s) of the event:



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

d. Enter the Start time and End time of the event.

Start Time | 12 | 00 | PM | End Time | 4 | 00 | PM |

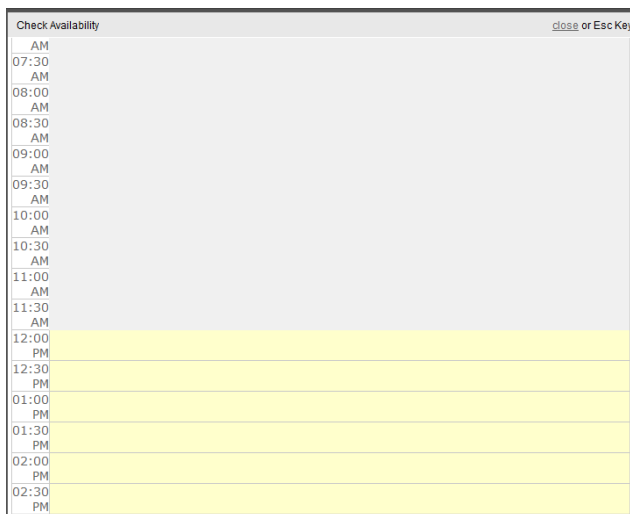
Check Availability 


Check Availability

e. **Please Note:** 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 with the time frame you've requested showing in a yellowish color.

Events already scheduled at that time will be marked with a **black or red X** in the box. The system **will** allow you to proceed with entering your request even when a conflict is present. This will likely slow the processing time of your request, and may result in the request being declined based on district policy. Please consult the district or educational institution on their policies regarding double booking.



**Tip:** 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.

# Litchfield School District / SAU # 27

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

Organization Information ⌵ ⌵

Organization | Litchfield School District ▾

Contact | Michele Flynn ▾

Insurance expires on:

## Setup Requirements and Rental Requests:

If your organization has Setup Requirement enabled, you will be able to request special services. Simply check the box and then you can enter detailed setup information in the box. Some services may be limited to district use. There may be fees associated with some services.

Look under the Help tab and contact your district liaison for more information on services, availability and cost.

Setup Requirements ⌵ ⌵

<b>Required Maintenance Services</b> <input checked="" type="checkbox"/> Audio/Visual <input checked="" type="checkbox"/> Custodial <input type="checkbox"/> Food Services <input checked="" type="checkbox"/> Grounds <input type="checkbox"/> Heating/Ventilation /Air Conditioning <input type="checkbox"/> Security	<b>Service Description</b> <input type="text" value="microphone, speakers"/> <input type="text" value="chairs for patrons"/> <input type="text"/> <input type="text" value="set up tent"/> <input type="text"/> <input type="text"/>
<b>Required IT Services</b>	<b>Service Description</b>

Rental Requests ⌵ ⌵

Charge Type	Quantity	Rental description
-------------	----------	--------------------

- Fill out your event information – All fields must be filled in.

## Event Information

1. **Total Attending** - Enter the approximate 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

## Litchfield School District / SAU # 27

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

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 |

Signature |  (please enter your email address)

I confirm that I have previously read and agree with the [terms and conditions](#) of facility use

Click submit to enter request

If your request was successfully entered, the webpage will reload and you will see a message like this:  
Schedule 2140 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.

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 Type---
Description
Filter
View All

Schedule #2140 has been saved!

Schedule ID		Status	Location	Recurrence	Total Invoiced
Title		Schedule State	Room	Start Date	Total Paid
No Of Events		Organization		End Date	
		Declined Reason		Event Date(S)	
2140	Cinco de Mayo	Submitted	Campbell High School/SAU #27	Non-recurring	\$0.00
1		Inactive	Campbell High School   parking lot		\$0.00
		Litchfield School District	Practice Field	5/12/2012	
2103	Open Enrollment	Approved	Campbell High School/SAU #27	Non-recurring	\$0.00
1		Activated	South Conference Room 201		\$0.00
		SAU # 27		5/7/2012	

Print to PDF

Please allow an appropriate amount of time for the request to be processed by the district. If you have any questions, refer to the Help tab for district contact information.


Although you have filled out a Request for use of facilities, it is not ensured it will be approved. School events take precedent. You will be contacted ASAP soon as possible.



# Litchfield School District / SAU # 27



## The My Organizations Tab:

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

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

Search for  

**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 >>

<input type="checkbox"/>	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Approved	Litchfield School District	Internal - No Charge	1 Highlander Court Litchfield, NH 03052

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 your CommunityUse administrator if any of the information is inaccurate or out of date to have this updated.

**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:

You can come here to update your personal contact information or reset your password. Be sure to click Submit to save any changes.

# Litchfield School District / SAU # 27

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

**Legend**

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.