

Litchfield School District / SAU # 27 Community Members Requester Guide

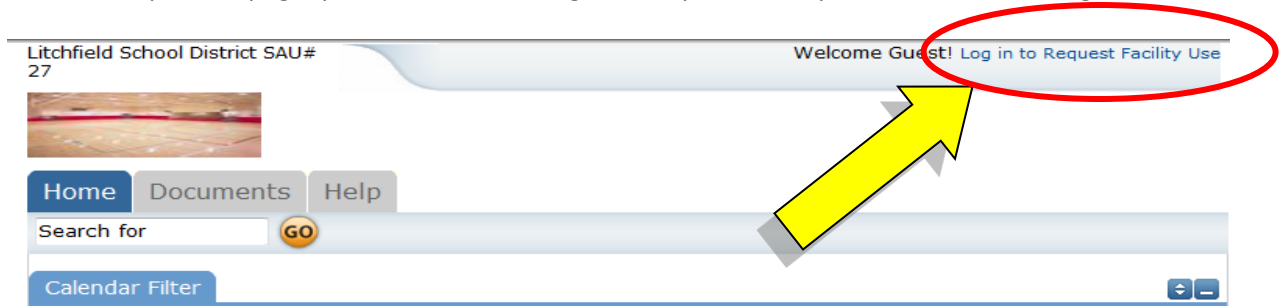
How to Login and Submit a Request

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: click on the following link or copy and paste into your internet browser to access the facility request system: <http://www.communityuse.com/default.asp?acctnum=45151819>.

1. At the top of the page, you'll see a link to Login to Request Facility Use. Click here to login.



Enter your login name and password into the form and click Login:

A screenshot of the Litchfield School District SAU# 27 website showing the login form. The top navigation bar is the same as in the previous screenshot. Below it are the "Home", "Documents", and "Help" tabs. A "Login" tab is selected. The form contains the following elements: "Don't have an account? [Create One.](#)", "Email Address" field with the value "eflynn@litchfieldsd.org", "Password" field with masked characters "••••••••", "Log In" button, and "Forgot Password?" button. At the bottom of the page, there is a footer with the text "Home | Documents | Help", "SID: MSB07", "DID: 22", and a disclaimer: "When not in use for school purposes, school buildings and grounds, or portions thereof, may be used for purposes that promote the welfare of the community. No person, group, or organization has any vested right to use school property. Use is subject to approval by the School Board. Organizations must provide a signed acknowledgement of the school district's community use of school facilities policy and procedures, and a certificate of insurance liability naming the district as additionally insured."

2. 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.



[Home](#)

[Request Facility Use](#)

[My Organizations](#)

[My Settings](#)

[Documents](#)

[Help](#)

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 Locations---

Filter Starting

4/2012

--View All Organization Ty

Description

Filter

Click Filter

Month Calendar

30 Month 7 Week 1 Day 30 Event List

May, 2012							
< Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next >
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)

3. To begin making a request choose Request Facility Use:



[Home](#)

[Request Facility Use](#)

[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

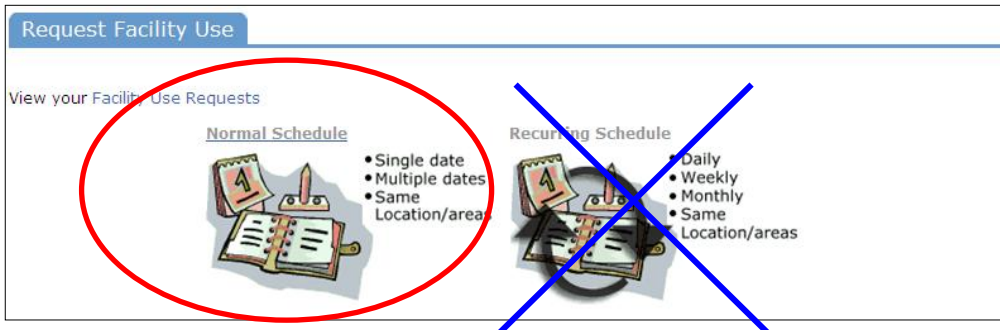
Recurring Schedule



- Daily
- Weekly
- Monthly
- Same Location/areas

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.

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

a. Fill in Event Title:

Scheduling Details Personalize

First Name Michele Last Name Flynn

Event Title May Day Celebration **Fill in Event Title**

Event Description

b. Select a location:

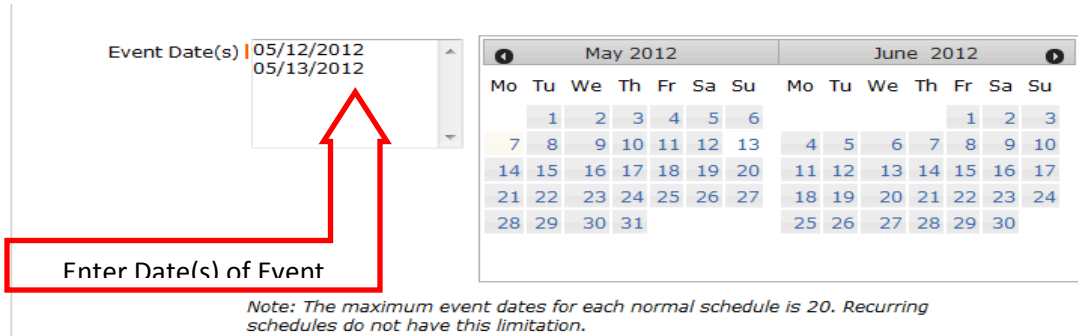
Location Campbell High School/SAU #27 **Choose a location**

Rooms (Building) P.T. / O.T. B103(Athletics-High)
parking lot(Campbell High School)
Practice Field
Room 250
Softball Field
South Conference Room 201
South Parking Lot
STAGE C144
Stairways(Campbell High School)
Student Support Center C101

**Choose a room/area/field, etc.
(Hold CTRL key to select multiple
rooms/areas/fields, etc.)**

(Use the CTRL key to select multiple rooms.)

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



Event Date(s) | 05/12/2012
05/13/2012

Enter Date(s) of 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

Check Availability


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.




Check Availability close or Esc Key

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

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.

5. 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 

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

Required IT Services	Service Description
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Rental Requests 

Charge Type	Quantity	Rental description
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6. 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
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 | 50

Adults Attending

Children Attending

Extra Chairs Required

Parking Spaces Required

Yes, please display events on the community calendar

Other Needs

Signature | eflynn@litchfieldsd.org (please enter your email address)

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

Submit

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!

1 - 2 of total 2 listed

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	Submitted	Campbell High School/SAU #27	Non-recurring	\$0.00
Cinco de Mayo	Inactive	Campbell High School parking lot	5/12/2012	\$0.00
1	Litchfield School District	Practice Field		
2103	Approved	Campbell High School/SAU #27	Non-recurring	\$0.00
Open Enrollment	Activated	South Conference Room 201	5/7/2012	\$0.00
1	SAU # 27			

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.

The My Organizations Tab:

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

	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.

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

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.