

# How to Request Access to Submit Online Facilities Requests

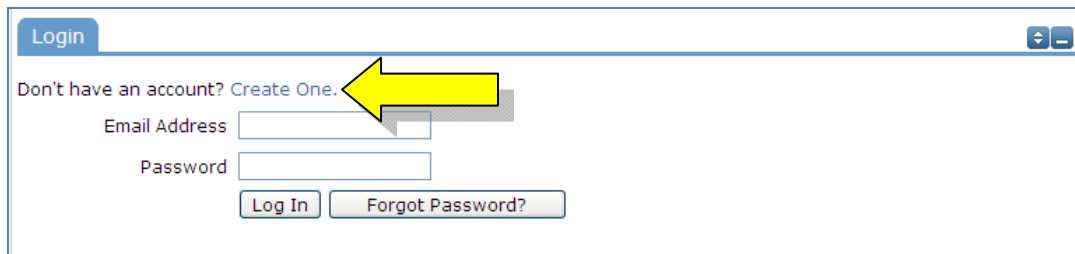
The **Albemarle County Public School** district is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

First, click on this link to access the CommunityUse Calendar:

<https://www.communityuse.com/default.asp?acctnum=224238992>

At the top of the page, click on the link to Login to Request Facility Use.

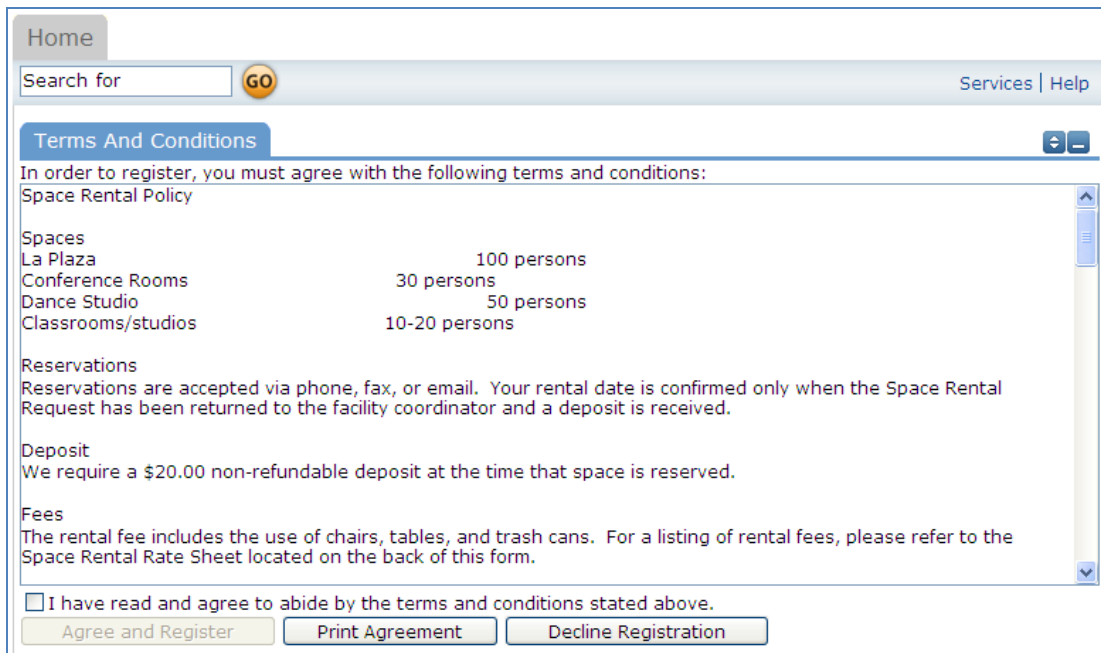
Welcome Guest! [Log in to Request Facility Use](#)  
North Carolina School District



The screenshot shows a login window titled "Login". It contains the text "Don't have an account? [Create One.](#)" with a yellow arrow pointing to the "Create One" link. Below this are input fields for "Email Address" and "Password", and buttons for "Log In" and "Forgot Password?".

Then click on the Create One link to create an account and request access to submit online requests.

If the district has a Terms and Conditions form uploaded, you will be asked to read and agree to the terms first.



The screenshot shows a "Terms And Conditions" page. It includes a search bar, a "GO" button, and links for "Services" and "Help". The main content area is titled "Terms And Conditions" and contains the following text:

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

**Space Rental Policy**

**Spaces**

La Plaza	100 persons
Conference Rooms	30 persons
Dance Studio	50 persons
Classrooms/studios	10-20 persons

**Reservations**  
Reservations are accepted via phone, fax, or email. Your rental date is confirmed only when the Space Rental Request has been returned to the facility coordinator and a deposit is received.

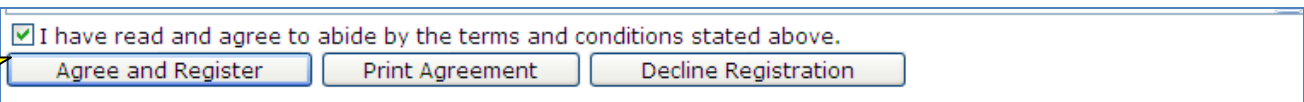
**Deposit**  
We require a \$20.00 non-refundable deposit at the time that space is reserved.

**Fees**  
The rental fee includes the use of chairs, tables, and trash cans. For a listing of rental fees, please refer to the Space Rental Rate Sheet located on the back of this form.

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

Buttons: [Agree and Register](#), [Print Agreement](#), [Decline Registration](#)

Check the Box, and Click Agree and Register.\* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



The screenshot shows the same "Terms and Conditions" page as above, but with the checkbox "I have read and agree to abide by the terms and conditions stated above." checked. The "Agree and Register" button is highlighted.

You will then be asked to complete the following Personal Profile Form. Click Save and Next once you've filled in all required fields marked with an orange vertical line.

**Step 1 of 3: Personal Profile**

Registration Wizard

[Personal Profile](#) Request Organizations Confirmation

My Contact Settings

First Name | Adam Last Name | Smith

Email Address | adam@trading.email.com

Phone Number | 111-212-1122

Cellular Phone


Your Address | 5001 Revenue Blvd  
Cash, NC 55554 \*

\*  
*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

On the Request Organization page you can request to be an OEC for one or more Organizations. Simply fill in the required fields and click "Add Organization".

**Step 2 of 3: Request Organizations**

Registration Wizard

Personal Profile [Request Organizations](#) Confirmation

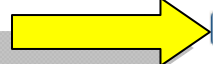
Request Your Organization

Organization Name | Smith Learning Co.

Organization Type | ---Select Organization Type---

Organization Address | 5001 Revenue Blvd  
Cash, NC 55554

Use Your Contact Address as Organization Address

 Add Organization

Requested Organization List

Previous 10 Next 10

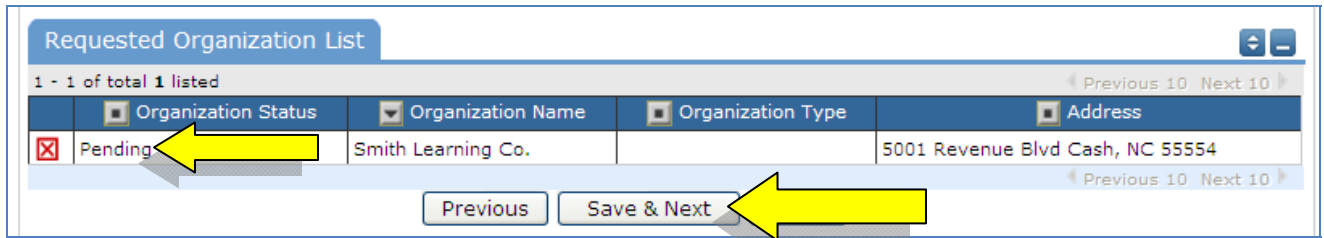
Organization Status	Organization Name	Organization Type	Address
No record found			

Previous 10 Next 10

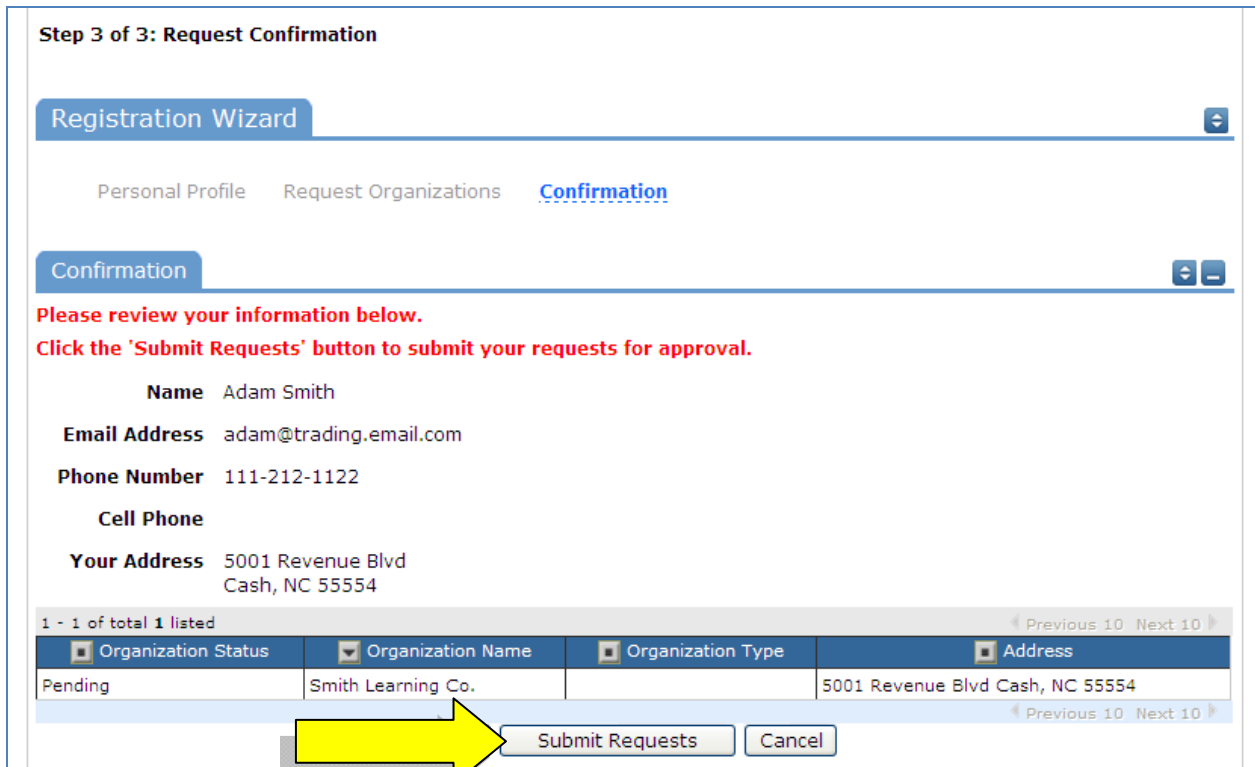
Previous Save & Next Cancel

You will then see the message Pending next to the requested Organization.

Once you've added all of the Organizations you would like to submit requests for, click "Save & Next"



On the final page, confirm the information and click Submit Requests.



An email will go to the districts FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.