

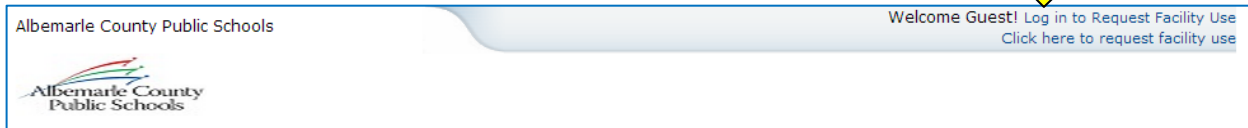
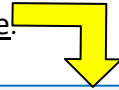
# How to Request Access to Submit Online Facilities Requests

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 Log in to Request Facility Use.



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

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

Email Address

Password

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

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**Terms And Conditions**

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.

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.



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

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.

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   
Organization Type   
Organization Address   
 Use Your Contact Address as Organization Address



Requested Organization List


Organization Status	Organization Name	Organization Type	Address
No record found			

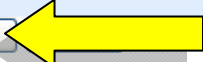
You will then see the message Pending next to the requested Organization.

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

Requested Organization List

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending 	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554



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

**Step 3 of 3: Request Confirmation**

Registration Wizard

Personal Profile   Request Organizations   Confirmation

Confirmation

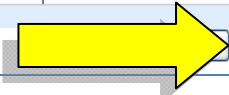
**Please review your information below.**  
**Click the 'Submit Requests' button to submit your requests for approval.**

**Name** Adam Smith  
**Email Address** adam@trading.email.com  
**Phone Number** 111-212-1122  
**Cell Phone**  
**Your Address** 5001 Revenue Blvd  
Cash, NC 55554

1 - 1 of total 1 listed   Previous 10   Next 10

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Previous 10   Next 10



### NOW WHAT HAPPENS?

1. 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.
2. You will receive email confirmation of your request from the SchoolDude Message Center. You will receive additional notifications letting you know if your request was accepted or declined.
3. If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage. \*\*\*If you registration was not accepted, you will receive an email from the administrator explaining the next steps.