

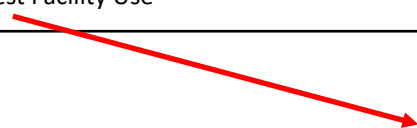
Western Community Facility Request Form

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 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](#)
Western School Corporation Main Webpage

Western School Corp

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

--View All Organization Type-- Description

Month Calendar

< Prev April 2016 Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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

Home | Documents | Help

SID: COM03
DID: 5

[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.

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SID: COM03
DID: 5

[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.

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

Requested Organization List

Items Per Page: 25 | 50 | 75 | 100
 <<< Previous 10 Next 10 >>>

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
No record found			

<<< Previous 10 Next 10 >>>
 Items Per Page: 25 | 50 | 75 | 100

- 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

- 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”

Western School Corp Welcome Guest! Log in to Request Facility Use
Western School Corporation Main Webpage


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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 

--View All Organization Type-- Description

Month Calendar

< 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.

Western School Corp Welcome Guest! Log in to Request Facility Use
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Login

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

Email Address

Password

Home | Documents | Help


SID: COM03
DID: 5

[Terms and Conditions](#)

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
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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"

First Name Last Name

Event Title

Event Description

Location

Rooms (Building)

(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	3	4	5	6	7	
8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	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

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	

- 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.)**

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 | Sample Organization

Contact | Test Form

Insurance expires on:

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

- 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

- 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 " Show All

Search this results for:

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 Dance Club 3	Submitted Inactive Dance Club	Western Middle and Highschool High School Commons Library	Non-recurring 4/14/2016 4/15/2016 4/16/2016	View Fees \$0.00 \$0.00
1000 SchoolDude Test 3	Canceled Inactive HS Girls Golf	Western Middle and Highschool High School Cafeteria	Non-recurring 2/24/2016 2/27/2016 3/1/2016	View Fees \$0.00 \$0.00

1 - 2 of total 2 listed