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”
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.

When creating your account you must first accept the Terms and Conditions for requesting a facility.
• 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.

• 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”
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.

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.**
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”.

Now enter the email address and password you created. If you forget your password please click “Forget Password” link.
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.
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 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”

- This will show you the availability of the room you are requesting click “Next” if there are no conflicts. If there are conflicts click “Previous” and you can select another location or room.
• 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.)

• 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.

<table>
<thead>
<tr>
<th>Required Maintenance Services</th>
<th>Service Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Setup</td>
<td>3 Tables, 4 chairs</td>
</tr>
<tr>
<td>Lighting</td>
<td></td>
</tr>
<tr>
<td>P/A System</td>
<td></td>
</tr>
<tr>
<td>Scoreboards</td>
<td></td>
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<tr>
<td>Sound System</td>
<td></td>
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<thead>
<tr>
<th>Required IT Services</th>
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</thead>
<tbody>
<tr>
<td>DVD/VCR Unit</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td>Need projector and screen</td>
</tr>
<tr>
<td>Wireless Connection</td>
<td></td>
</tr>
</tbody>
</table>
- 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.

- 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.