

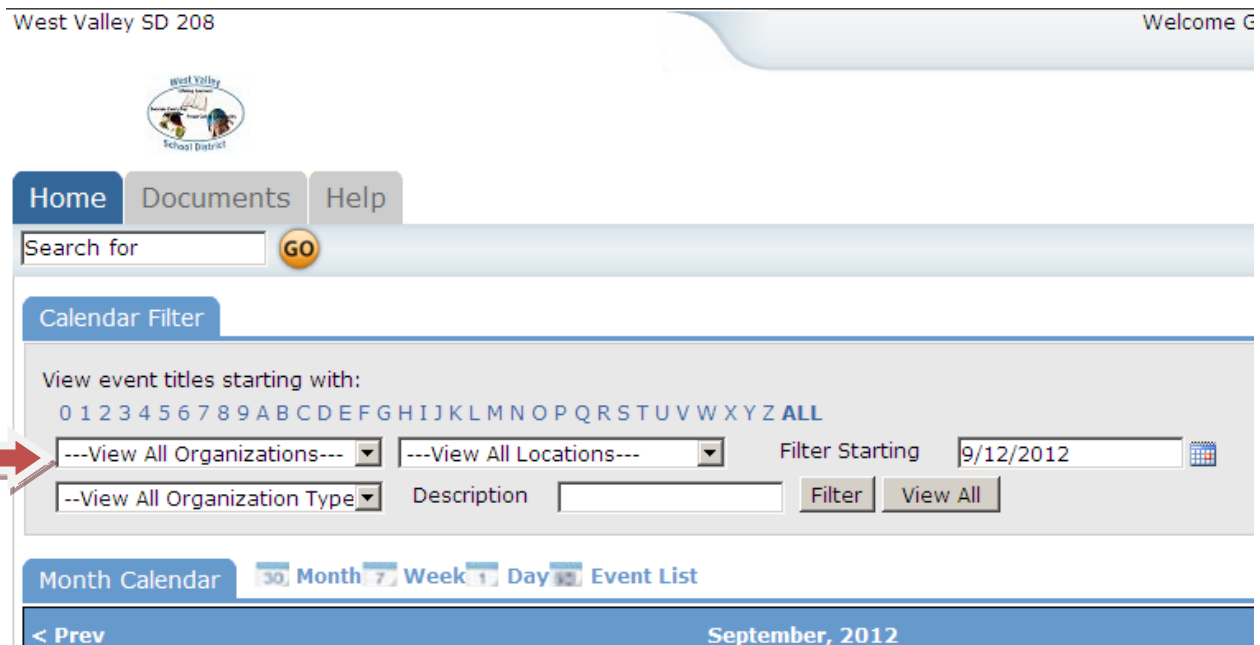
How to Request Access (Register) to Submit Online Facilities Requests

The West Valley 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:

www.wvsd208.org – Departments – Facilities) Facility Use OnLine

NOTE: If you are registering for an organization, be sure to check how your organization is listed by going to the scroll down menu, titled “View All Organizations”. If you have used our facilities previously, your organization will be in this list. Check to see how your organization is listed (i.e., AAU, YUSA, PTSA, etc.) and type it in exactly the way it is listed in this scroll down menu when you register.



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" form with a title bar. Below the title bar is a link: "Don't have an account? [Create One.](#)". Below this are two input fields: "Email Address" and "Password". At the bottom of the form are two buttons: "Log In" and "Forgot Password?". A yellow arrow points to the "Create One." link.

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.

Home

Search for Services | Help

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 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.

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

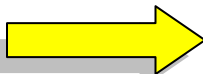
Request Your Organization

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



Requested Organization List

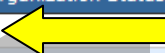
Organization Status	Organization Name	Organization Type	Address
No record found			

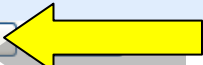
You will then see the message Pending next to the requested Organization.

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

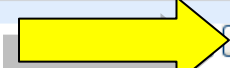
Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

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

Organization Status	Organization Name	Organization Type	Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Submit Requests Cancel



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.