How to Login and Submit a Request for Facility Usage in Fairfax County Public Schools


At the top right-hand side of the screen, you will see a link to Login to Request Facility Use. Click here to login. Please note the next step will require an email address and password. **If you do not have an account, you will be able to create one. If you forgot your password, you will be able to request your password via email.**

If you have already registered for an account, enter your email address and password into the form and click Log In. If you do not have an account, select “Create One”. **Please allow appropriate time for the Community Use Section to activate your new user account if you are registering for the first time. If you forgot your password, click Forgot Password.”**
When you login, you will start on the Home tab. Here you can view the calendar. If no events are showing in the calendar view, be sure you have a Location selected. **Anytime you make a filter choice on the Calendar, be sure to click the Filter button in order for the correct data to display.**

To begin making a request for facility usage, **select the “Request Facility Use” tab.** You will also see other tabs at the top of the page. Please keep in mind, requests must be submitted at least fifteen (15) business days prior to use, per School Board Regulation 8420.

**Note:** If this is your first time making a request through CommunityUse, you will be asked to read the Terms and Conditions. You will also be asked to verify that you agree to these terms each time you submit a request for space in Fairfax County Public Schools.
You have two forms to choose from when submitting a facility request.

1. The Normal Schedule Form will allow you to request up to 20 event dates at one time. All of your events should be in the same room(s), at the same time over different days.

2. The Recurring Schedule Form will allow you to choose up to 100 event dates with this form, and the events should be in the same room(s) at the same time over different days – and these days will happen on a recurring basis (e.g. every Monday and Wednesday for a month, or every Sunday for a year, etc.)
Let’s start with a **Normal Schedule**.

You will be asked to fill in some required fields. These are indicated with an orange vertical line.

1. Enter your **Event Title**. This will display in all calendar views.
2. Select a Facility **Location & Room**. You can select up to 50 rooms at one location.
3. Enter **Event Date** by typing in the date *(i.e. 05/11/2011)*, or clicking on it from the calendar.
4. Select your event time (Start Time and End Time). Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event.
5. You are **required to**...
This feature will look for conflicts with events that have already been approved on the calendar. Your requested rooms will show at the top, and the time frame you’ve requested will show in a yellowish color. If you see a **black or red X** in the box – there is already an event scheduled at that time. **The system will allow you to proceed with entering your request even when a conflict is present.** This will likely slow the processing time of your request, and may result in the request being declined based on FCPS policy.
For a **Recurring Schedule** follow the same steps as above with the exception of entering dates. The date range field will look like this:

![Recurring Schedule Image]

**Recurrence Patterns:**

- **Daily** – this is every day in the date range including weekdays and weekends

- **Weekly** – Use this for meetings on specific days of the week. Choose Recur every “1” week for your weekly meetings and then choose the day of the week as well. Enter Recur every “2” weeks for events recurring every two weeks.

- **Monthly** – You can have a meeting on a specific date (like the 15th) of each month, or you can choose the second option which allows you to choose a floating date like the Second Weekday of Every 1 month. Choosing every 3 months would be a quarterly meeting and every 6 months for bi-annual meetings, etc.
Next you will enter **Additional Information** regarding your event.

- Is there a charge for this event and/or is it a fundraiser where money will be collected or donations accepted?
- Will there be food or drink at this event? (Please enter: food, drink, both or none)
- Please provide any additional event information.

After the Additional Information Section, you will select your **Organization**. Only the organization(s) you’ve been approved for will show in the list. You will be able to see ALL contacts with that group.
To request special services, check the box and then enter detailed setup information in the Service Description box. Some services may be limited to availability. There may be fees associated with some services.

Look under the Help tab, and contact the FCPS Community Use Section 571-423-2340 or fcpscommunityuse@fcps.edu for more information on services, availability and cost. School Board Notice 8420 outlines the fee schedule for facility use, and is available under the Documents Tab and on our Community Use Section web site: http://www.fcps.edu/fts/comuse/.
Next you will enter your **Event Information**.

![Event Information Form]

**Event Information**

1. **Total Attending** - Enter the approx. number attending event - *Other information under section #1 is optional*
2. **Yes, please display events on the community calendar** – *leave this box checked*
3. **Other Needs** - Additional information about your request can be entered here.
4. **Signature/Terms & Conditions** - this is your Email address that you logged in with. *It will need to match exactly and is case sensitive*. You are also asked to confirm that you have read the Terms and Conditions. You can click the words ‘terms and conditions’ to review Fairfax County Public School policy information.
5. **Submit** - After you have completed all required fields, entered your email signature and agreed to the Terms and Conditions, click “Submit” to enter your request.
If your request was successfully entered, the web page will reload and you will see a message like this:

*Schedule #156718 has been saved!*

You should also receive an email notification confirming your request was received. Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.

Please allow 2 to 3 business days for your facility request to be processed by Fairfax County Public Schools’ staff. If you have any questions, refer to the Help tab for FCPS contact information.
The My Organizations Tab:

You can come here to review the Organization(s) that you have been approved to submit facility request for.

Clicking the Organization Name will take you to the Organization Information page, where you can verify address and other important information including insurance Information. Please contact the Community Use Section @ 571-423-2340 if any of the information is inaccurate or out of date and needs updated.
The My Settings Tab:

You can come here to update your personal contact information or reset your password.

Be sure to click Submit to save any changes.

Thank you for using the Fairfax County Public School’s CommunityUse calendar and request system to submit your online facility requests. Refer to the Help tab for contact information or contact the Community Use Section at 571-423-2340 or via email at fcpscommunityuse@fcps.edu should you need assistance.
You are here: Information for OECs > Viewing Your Facility Use Requests

Viewing Your Facility Use Requests

The Organization Event Coordinators are able to view the facility use requests they have made in the system to check the current status and other details.

Once they are logged into the CommunityUse page, they will need to click on the Request Facility Use tab. Then they will click on the View your Facility Use Requests link.

This page will show a list of requests that the OEC had made in CommunityUse. They will be able to see the current status of the requests, details about the events, and even total amount invoiced and paid. They can print this list by clicking on the Print to PDF icon at the bottom of the list. They can also use the Calendar Filter section at the top of the page to help them find the event they are looking for. If they need to submit a new request, they can simply click on the + Request New Facility Use link.
If the schedule is still in the **Submitted** state, like the third request in the picture above, they will be able to click the **Event Title** to edit their schedule request and make changes. Once their request has been marked **Approved**, they will not be able to make any changes to the request.
Viewing the Calendar

The CommunityUse Calendar can be viewed by both registered and unregistered users.

The calendar appears on the Home tab. If no events appear on the calendar, be sure to select a Location from the filter drop down box. Any time you make a selection in a filter drop down box, click the Filter button to sort the events. The View All button will clear your filters and show all events.

To view more information about an event, simply click on the Event Title. This will open up a new box containing details of the event. From that window, you can send an email with the Tell a Friend button or click Print Event to view a print preview that can be sent to your printer.
There are also different calendar views that are available. You can select **Month**, **Week**, **Day**, or **Event List** views.

You can print the calendar, using the **Print This** button at the bottom of the page. This will open a new box where you can choose the type of report you want to print. The dates will automatically fill in from the calendar dates you are viewing, but you are free to change those dates for the printed report. You can also choose from two **Summary Reports** or a **Calendar Report**. The Summary reports will give you a listing of events, while the Calendar report will be in a calendar form, like you see in the Month View. The Calendar Report will also give you the option to **Print Rooms** on the report. Click **Print This**
My Organizations Tab

The My Organizations tab is where your community users will be able to see the organizations for which they are approved to submit requests. They can also request new organizations from this page.

To view information about their approved organization(s), they will need to click on the Organization Name. If any information needs to be changed or updated, they will need to contact the administrator to make those changes. There is a link on the Organization Information page where they can click to send an email to the CommunityUse administrator.

If they need to request access for another organization, they will need to click the + Request Another Organization link. They are required to fill in the Organization Name and Organization Address, then click Add Organization.

The new organization will show in their list with the status of Pending until an administrator gives their approval.
My Settings Tab

The My Settings tab allows community users to make changes to their contact information and password.

My Contact Settings

First Name | Elizabeth
Email Address | bennette@schooldude1.com
Phone Number | 555-555-5555

My Community Settings

Old Password
New Password
Verify New Password

Check here to remove self from all event-related email notifications
Submit

The user can make changes to their email address, phone numbers, and address. They can also select a new password. They will need to click Submit to save their changes.