**Online Facility Use Application Process**

**STEP 1**
Applicant registers online with CommunityUse as an Organization Event Coordinator (OEC). Once approved, OEC can submit requests online.

**STEP 2**
OEC applies online for space. Will receive automatic email that request has been submitted and waiting for school approval.

**STEP 3**
School either approves or declines submitted request.

**STEP 4**
OEC will receive email when request is approved or declined.

- **Declined**
  - If declined, process is complete.

- **Approved**
  - If approved, then go to Step 5.*

**STEP 5**
FCPS determines if event should be invoiced. If no invoice is needed, then process is complete. If invoice is needed, proceed to Step 6.

**STEP 6**
Invoice created by FCPS Community Use Section and emailed to organization contact.

**STEP 7**
Payment (check, cash or credit) is due at least ten business days prior to event. If not received by due date, 10% late penalty fee will be assessed.

**STEP 8**
Process complete once payment is received unless additional invoice is necessary after event is finished.

**STEP 9 IF NECESSARY AFTER USE**
After event has taken place, school will notify Community Use if additional fees are necessary.

**KEY**

- Central – Community Use Section
- School Facility Use Designee
- OEC or organization contact