

## How to Request Access to Submit Online Facilities Requests

The *Perry Central 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.perry.1k12.ny.us](http://www.perry.1k12.ny.us)

The link is under the communities tab, PCS Community Building Use Calendar

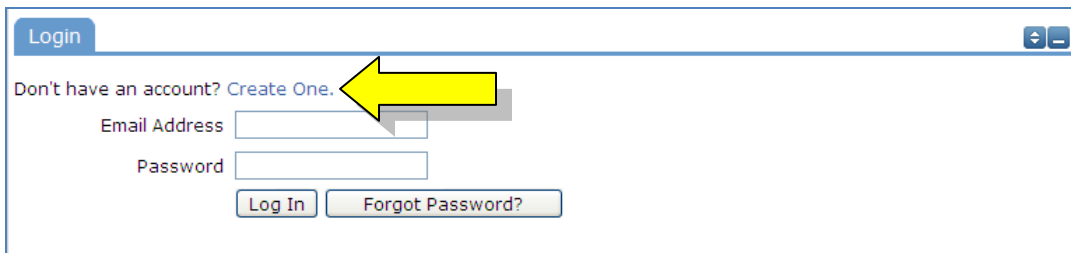
<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>

At the top of the page, you'll see a link to Login to Request Facility Use.



Welcome Guest! [Log in to Request Facility Use](#)  
North Carolina School District

Click on that link to Login:



The screenshot shows a login form with the following elements:

- A blue header bar with the word "Login" on the left and window control buttons on the right.
- Text: "Don't have an account? [Create One.](#)"
- Input fields for "Email Address" and "Password".
- Buttons for "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.

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**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 Choose 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.


Academy of Carolina North at Edgestow Welcome Guest! Log in to Request Facility Use  
North Carolina School District





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**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

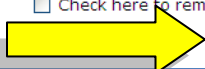
Your Address  \*

\* *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

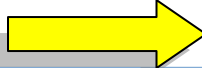
Request Your Organization

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

 Add Organization

Requested Organization List

Organization Status	Organization Name	Organization Type	Address
No record found			


Previous Save & Next Cancel

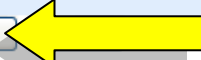
You will then see the message Pending next to the requested Organization.

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

Previous Save & Next 

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.

**Step 3 of 3: Request Confirmation**

Registration Wizard

Personal Profile Request Organizations [Confirmation](#)

Confirmation

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

If you have any questions, contact SchoolDude CUse Contact at 919-555-1212 or [schooldude.admin+CUSEcontact@gmail.com](mailto:schooldude.admin+CUSEcontact@gmail.com).

If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.