

STEP 2: Submit a Facility Request

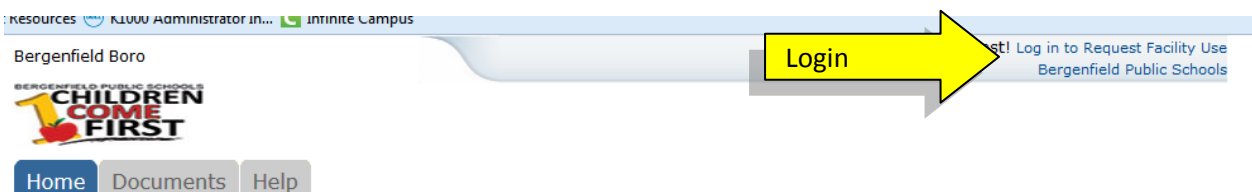
LOGIN LINK

Please note: STEP 1 must be completed and your organization/OEC must be approved before proceeding. Please see STEP 1. Register Your Organization and Create an Account for instructions.

Once you received confirmation that your OEC registration was approved, you can login to submit a request for facility use. Click [here](https://www.communityuse.com/default.asp?acctnum=454018256) (<https://www.communityuse.com/default.asp?acctnum=454018256>) to proceed to login or go to www.bergenfield.org, select the “Board of Education” tab, then select “Facility Use Calendar” from the dropdown menu. Proceed with the instructions listed below.

TO LOGIN

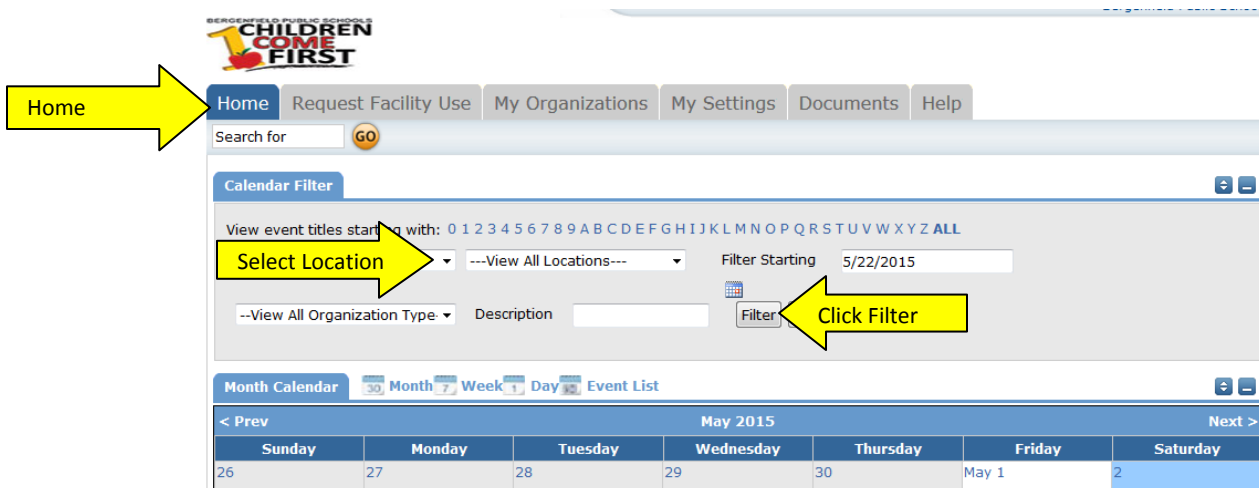
From the top right corner of the Facility Use Calendar page, click the “Log in to Request Facility Use” link to login.



Enter your approved OEC login and password (see STEP 1. Register Your Organization and Create an Account), then click **Log In**.

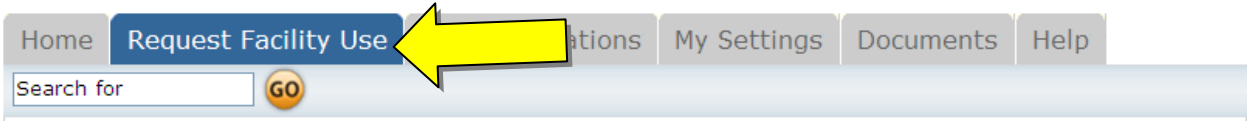
A screenshot of the login form. It includes a "Login" tab, a "Don't have an account? Create One." link, an "Email Address" field with "mike@usa.com", a "Password" field with "*****", and "Log In" and "Forgot Password?" buttons.

Once logged in, the “Home” tab will display the facilities calendar. **Note:** If no events are showing, be sure you have a Location selected. Anytime you make a filter choice on the Calendar, be sure to click the “Filter” button.



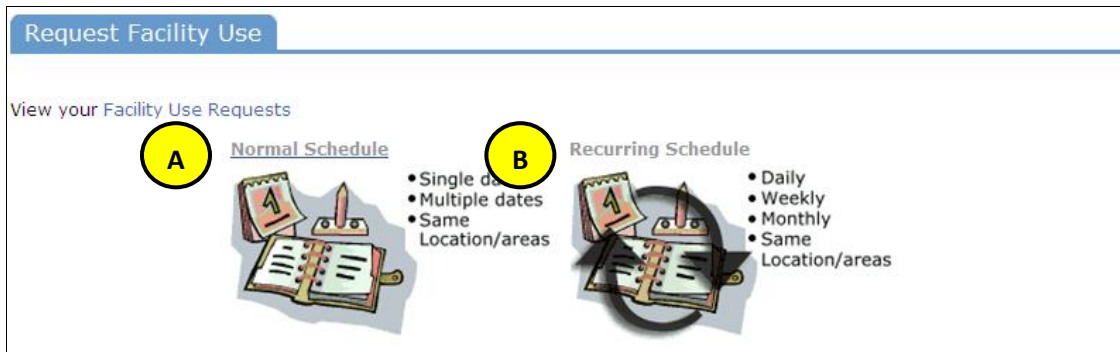
TO SCHEDULE

1 Click the “Request Facility Use” tab to begin making a request.



Please note: if this is your first time making a request, you will be asked to read the terms and conditions that Bergenfield provides. You will also be asked to verify that you agree to these terms each time you submit a request.

2 You have two types of schedules to choose from when submitting a request. Click either “Normal Schedule” or “Recurring Schedule”.





Schedule Types:

- A Normal Schedule:** Easier to use; it will allow you to request up to 20 events at one time. All of your events should be in the same room(s) at the same time over different days. (Follow step 3.1 below)
- B Recurring Schedule:** Allows you to schedule even more events. You can choose up to 100 events 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, every Sunday for a year, or every 3rd Friday of the month for a year, etc.) (Follow step 3.2 below)

3.1 Fill in the Normal Schedule

For a **Normal Schedule** you will be asked to fill in some fields. The **required fields** are indicated with an orange vertical line |

You can also ‘hide’ sections of the page by clicking on the  icon. You can use this feature to help minimize scrolling and to keep track of sections of the request page you have already completed.

The  icon allows you to jump to different sections of the page.

Scheduling Details Personalize

First Name Last Name

a Event Title

Event Description

b Location

Rooms (Building)

(Use the CTRL key to select multiple rooms.)

c Event Date(s)

May 2015							June 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

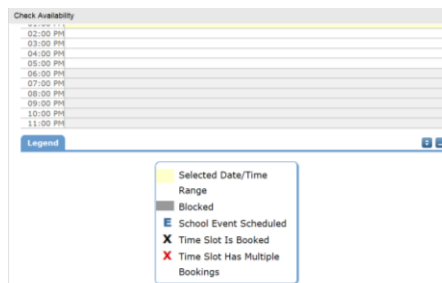
Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

d Start Time

e End Time

- Entered the event name in the “**Event Title**” field.
- Choose a **Location** and **Room(s)**. You can select up to 50 rooms by using the CTRL key to highlight your choices.
- You can enter the **Event Date** by typing in the date or by clicking it from the calendar.
- Enter your event time. Times must be in 15 minute increments, so be sure to enter the broadest range of time required to accommodate your event.
- You are required to check the availability by clicking on

Check Availability 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. However, this will likely slow the processing time of your request, and may result in the request being declined. Click **Close** in the upper right corner to close the page.



3.2 Fill in the Recurring Schedule

For a **Recurring Schedule** follow the same steps as above with the exception of entering dates. For Recurring Schedule, the date range field will look like this:

The screenshot shows a form for setting a recurring schedule. It includes a 'Start Recurrence' date field, a 'Recurrence Pattern' section with three options: 'Daily' (selected), 'Weekly' (with a 'Recur every' field and checkboxes for days of the week), and 'Monthly' (with two sub-options: 'Day' of every month and 'The' first day of every month). It also has an 'End Recurrence' date field and a 'Check Availability' button.

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(s)” for your weekly meetings and then choose the day of the week as well.
- **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.

4 **Additional Information** - Click Yes or No to the questions in the Additional Information section.

The screenshot shows the 'Additional Information' section with six questions, each with 'Yes' and 'No' radio button options:

- Will you require table(s)? | Yes No
- Will you require additional chairs for your event? | Yes No
- Will you require the PA System for your event? | Yes No
- Will you require stage lighting? | Yes No
- Will you require the kitchen for your event? | Yes No
- Are you requesting a donation or charging admission? | Yes No

5

Organization - 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 within the organization selected.

6

Setup Requirements - You can request special services in the Setup Requirements section. Simply check the box and then enter the detailed setup information in the description box. **Please note: There may be fees associated with some services.**

Charge Type	Quantity	Rental description
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7

Event Information - Fill out the remaining information in the Event Information section.

The screenshot shows a web form titled "Event Information". Below the title, it says "Below, please enter a number for:". There are five input fields: "Total Attending", "Adults Attending", "Children Attending", "Extra Chairs Required", and "Parking Spaces Required". Below these is a checkbox labeled "Yes, please display events on the community calendar" which is checked. There is a text area for "Other Needs". Below that is a signature field with the instruction "(please enter your email address)". There is a checkbox for "I confirm that I have previously read and agree with the terms and conditions of facilities use". At the bottom right is a "Submit" button. Callouts a-f are placed over the form: 'a' is over the Total Attending field, 'b' is over the community calendar checkbox, 'c' is over the Other Needs text area, 'd' is over the signature field, 'e' is over the confirmation checkbox, and 'f' is over the Submit button.

Event Information

- a. **Total Attending** - Enter the approximate number attending.
- b. **Yes, please display events on the community calendar** – leave this box checked (unless the district indicates otherwise).
- c. **Other Needs** - Additional information about your request can be entered here. If you have Setup Requirements enabled, it is recommended that as much information be provided in those fields as possible.
- d. **Signature** - This is your email address that you logged in with. It will need to match **exactly** and is case sensitive.
- e. **Terms & Conditions** - Check the checkbox to confirm that you have read the Terms and Conditions. Note: You can click the words 'terms and conditions' to review the terms and conditions.
- f. **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.

8

If your request was successfully entered, the webpage will reload and you will see a message: "**Schedule #156718 has been saved!**"

An email from **SchoolDude Message Center** will also be sent to you to indicate that your request was submitted (but not approved yet). Save this email and refer to the Schedule ID number should you have any questions or need to make any changes.

Home Request Facility Use My Organizations My Settings Documents Help

Search for

CommunityUse - Request Facility Use List

Calendar Filter

View event titles starting with:
 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

---View All Organizations--- ---View All Locations--- Filter Starting

---View All Organization Types Description

Schedule #156718 has been saved!

1 - 3 of total 3 listed

Schedule ID	Status	Location	Recurrence	Total Invoiced
Title	Schedule State	Room	Start Date	Total Paid
No Of Events	Organization		End Date	
	Declined Reason		Event Date(S)	
156715	Submitted	Community Center North	Non-recurring	\$0.00
Montgomery Meeting	Inactive	Viper Room	5/1/2010	
5	Abracadabra Dance Studio		5/8/2010	
			5/15/2010	
			5/22/2010	
			5/29/2010	



Please allow an appropriate amount of time for the request to be processed by the district. If you have any questions, please refer to the Help tab for district contact information or email facilityrequest@bergenfield.org.

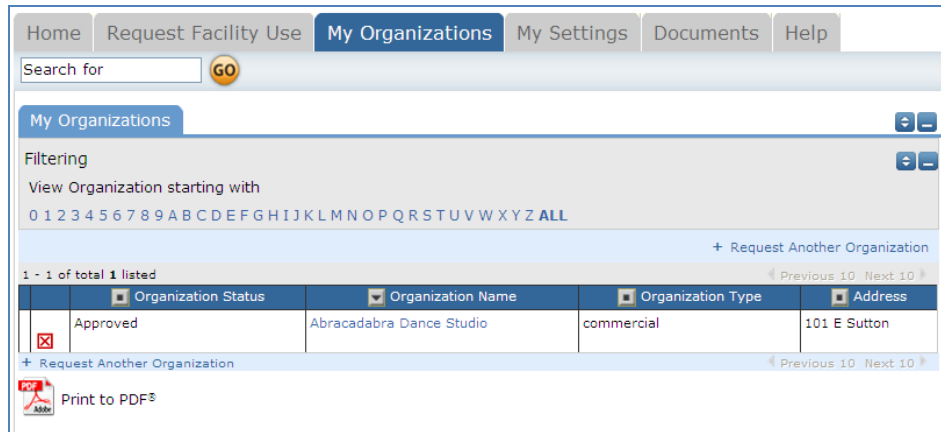
9 Approval Process

- When your request is successfully entered and you see the confirmation “**Schedule ##### has been saved**” on the left side of the page, you will also receive an email from **SchoolDude Message Center** indicating that “**Your requested schedule has been routed**”. An automatic email will also be sent to the location’s principal for approval.
- The building principal will approve the request and a notification will be sent to the Business Office. The Business Office will add the event request to the Board’s agenda for the upcoming monthly Board Meeting (usually 4th Monday of each month) for final Board approval.
- Once the Board approves the event request, the status of the event request will change to Approved & Active. An email from **SchoolDude Message Center** will be sent to the OEC confirming the approval of the event request (“Your requested schedule is activated”).

TO VIEW YOUR INFORMATION AND REQUESTS

My Organizations Tab

You can use the My Organization page to review the Organization(s) that you have been approved to submit requests for.



Click the Organization Name to view the Organization Information page, where you can verify the address and other information, including **Insurance Information**. Email facilityrequest@bergenfield.org if any information needs to be changed.

Organization Name: American Red Cross

Address: 103 E Main St
Roxboro, NC x5469

FEIN: []

Sales Tax Exemption No.: [] Tax Exempt? Yes No

Insurance Information

Insurance Company: []

Policy Number: []

Coverage: []

Coverage Date: [] to []

My Settings Tab

You can use the My Settings page to update your personal contact information or reset your password.

Be sure to click “**Submit**” to save any changes.

The screenshot shows the 'My Settings' tab in a web application. At the top, there is a navigation bar with tabs: Home, Request Facility Use, My Organizations, My Settings (selected), Documents, and Help. Below the navigation bar is a search bar with the text 'Search for' and a 'GO' button. The main content area is divided into two sections: 'My Contact Settings' and 'My Community Settings'. The 'My Contact Settings' section contains several input fields: First Name (Mike), Last Name (Montgomery), Email Address (mike@usa.com), Phone Number (618-543-4321), Cellular Number (empty), and Your Address (101 E Sutton). The 'My Community Settings' section contains fields for Old Password, New Password, and Verify New Password, along with a checkbox for 'Check here to remove self from all event-related email notifications' and a 'Submit' button.

Home Tab

You can use the Home page to view all events scheduled or filter for specific organization, location, and/or time.

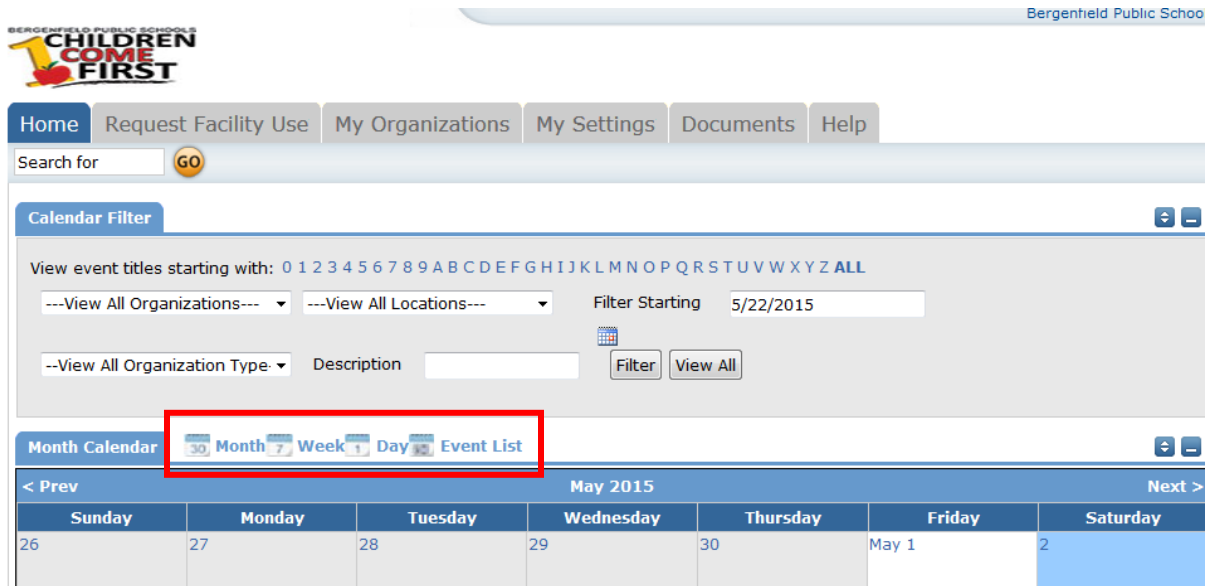
From the dropdown list select the organization, location and time and click “**Filter**”. To view all events on the calendar, click “**View All**”.

The screenshot shows the 'Home' tab in a web application. At the top, there is a navigation bar with tabs: Home (selected), Request Facility Use, My Organizations, My Settings, Documents, and Help. Below the navigation bar is a search bar with the text 'Search for' and a 'GO' button. The main content area is divided into two sections: 'Calendar Filter' and 'Month Calendar'. The 'Calendar Filter' section contains several dropdown menus: '---View All Organizations---', '---View All Locations---', and '---View All Organization Type---'. There is also a 'Filter Starting' field with the date '5/22/2015' and a 'Filter' button. The 'Month Calendar' section shows a calendar for May 2015, with the days of the week listed in the header and the dates in the body. The calendar is currently showing the month of May, with the days of the week listed in the header and the dates in the body. The calendar is currently showing the month of May, with the days of the week listed in the header and the dates in the body.

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	May 1	2

Calendar View

From the Home tab, click on the Month, Week or Day icon to change the calendar view.



BERGENFIELD PUBLIC SCHOOLS
CHILDREN COME FIRST

Home Request Facility Use My Organizations My Settings Documents Help

Search for **GO**

Calendar Filter

View event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

---View All Organizations--- ---View All Locations--- Filter Starting 5/22/2015

--View All Organization Type-- Description **Filter** **View All**

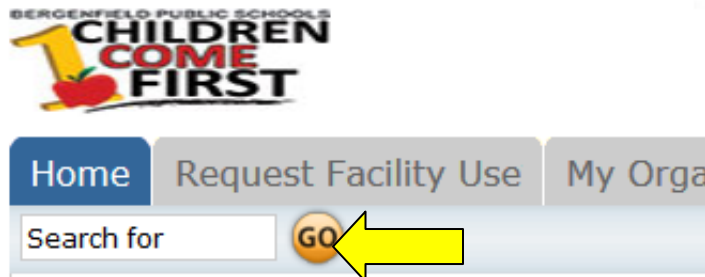
Month Calendar **Month** Week Day Event List

< Prev May 2015 Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	May 1	2

Search for a Request

To search for a specific event request, type in the event request number in the **Search for** box, then click **GO**.



BERGENFIELD PUBLIC SCHOOLS
CHILDREN COME FIRST

Home Request Facility Use My Orga

Search for **GO**

Cancel/Delete a Schedule Request

Please note: You cannot cancel or delete a schedule request. To cancel or delete a request, please email facilityrequest@bergenfield.org or call 201-385-8801.

Document Tab

You can use the Document page to view instructional guides, policy documents, price lists and other documents.

Click the document name to open the document.

Help Tab

You can use the Help page to view contact information.