

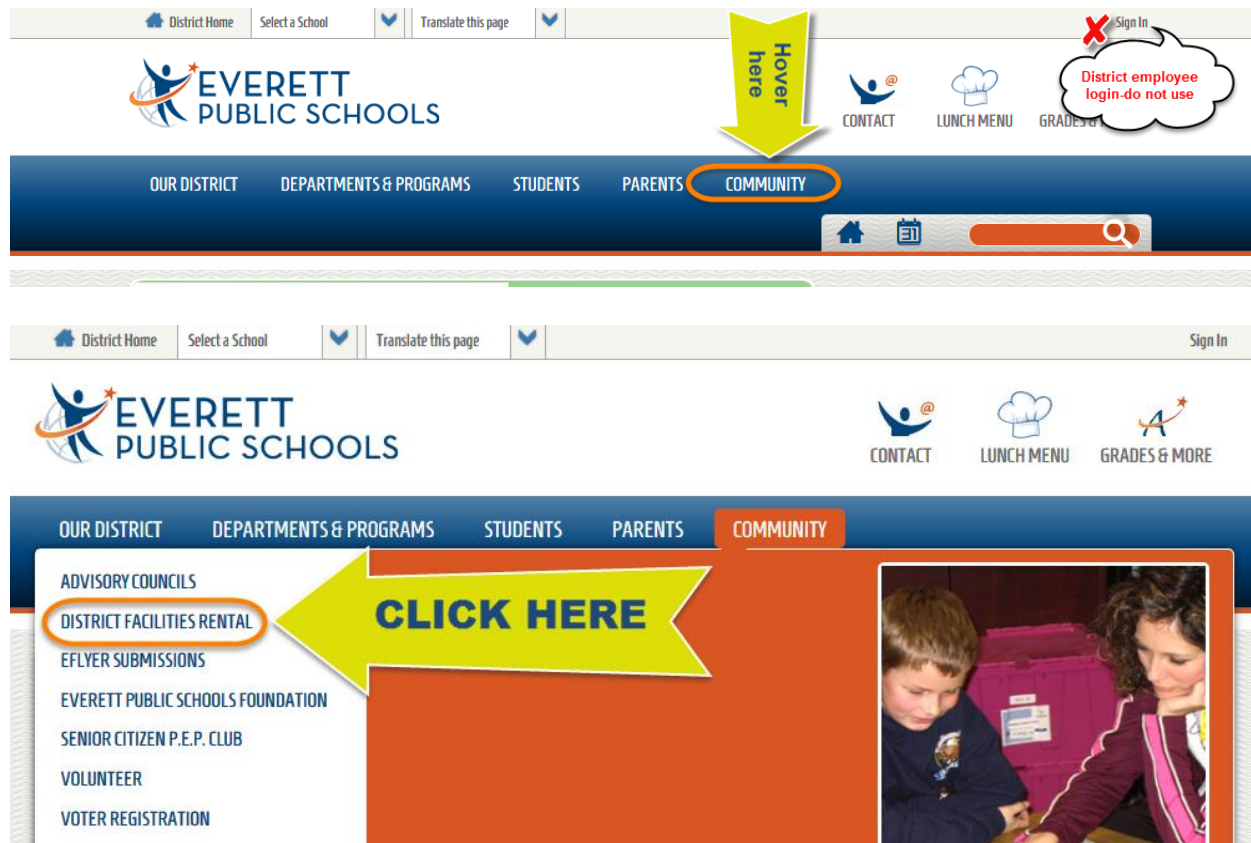
## How to Login and Submit a Facility Use Request Online

Please download the “Welcome to Community Use” document to obtain instructions on how to apply for an online Community Use account. **You must first request to become an online user before you can submit facilities requests online.** Once your account is setup and you receive a confirmation email from Community Services you may login by following the directions included in this document to make online facility requests.

Go to [www.everettsd.org](http://www.everettsd.org)

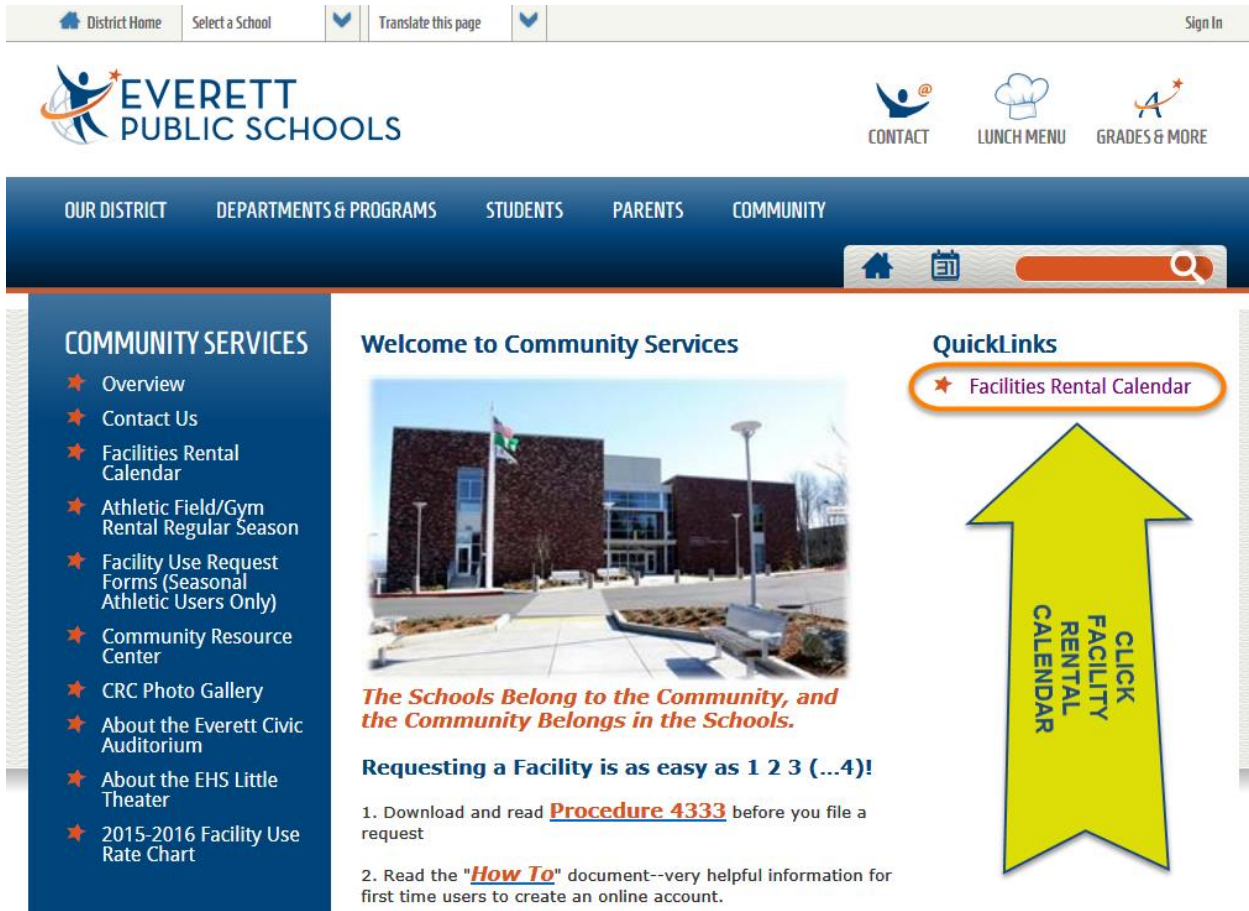
Hover on the “**COMMUNITY**” tab.

Click on “**DISTRICT FACILITIES RENTAL**”.



The image shows two screenshots of the Everett Public Schools website. The top screenshot shows the main navigation menu with the "COMMUNITY" tab highlighted by a yellow arrow and a red circle. A yellow arrow points to the "COMMUNITY" tab with the text "Hover here". A red "X" over the "Sign In" link is accompanied by a speech bubble that says "District employee login-do not use". The bottom screenshot shows the "COMMUNITY" dropdown menu with "DISTRICT FACILITIES RENTAL" highlighted by a red circle and a yellow arrow pointing to it with the text "CLICK HERE". Other items in the dropdown include Advisory Councils, Eflyer Submissions, Everett Public Schools Foundation, Senior Citizen P.E.P. Club, Volunteer, and Voter Registration. A photo of a child and an adult is visible on the right side of the dropdown menu.

Click on the link “**Facility Rental Calendar**”.



**COMMUNITY SERVICES**

- ★ Overview
- ★ Contact Us
- ★ Facilities Rental Calendar
- ★ Athletic Field/Gym Rental Regular Season
- ★ Facility Use Request Forms (Seasonal Athletic Users Only)
- ★ Community Resource Center
- ★ CRC Photo Gallery
- ★ About the Everett Civic Auditorium
- ★ About the EHS Little Theater
- ★ 2015-2016 Facility Use Rate Chart

**Welcome to Community Services**

*The Schools Belong to the Community, and the Community Belongs in the Schools.*

**Requesting a Facility is as easy as 1 2 3 (...4)!**

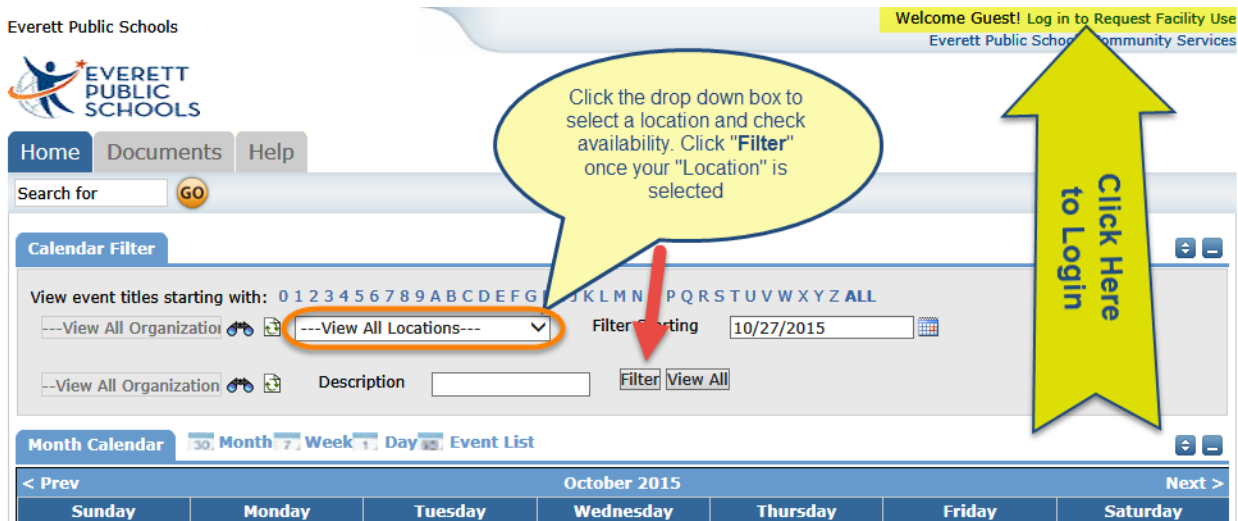
1. Download and read [Procedure 4333](#) before you file a request.
2. Read the "[How To](#)" document--very helpful information for first time users to create an online account.

**QuickLinks**

- ★ Facilities Rental Calendar

**CLICK FACILITY RENTAL CALENDAR**

At the top of the page, you will see a link to **“Log in to Request Facility Use”**. Click here to login.



Everett Public Schools

Welcome Guest! Log in to Request Facility Use  
Everett Public Schools Community Services

Home Documents Help

Search for

**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 10/27/2015

---View All Organizations--- Description  Filter View All

**Month Calendar** 30 Month 7 Week 1 Day Event List

< Prev **October 2015** Next >

|        |        |         |           |          |        |          |
|--------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|

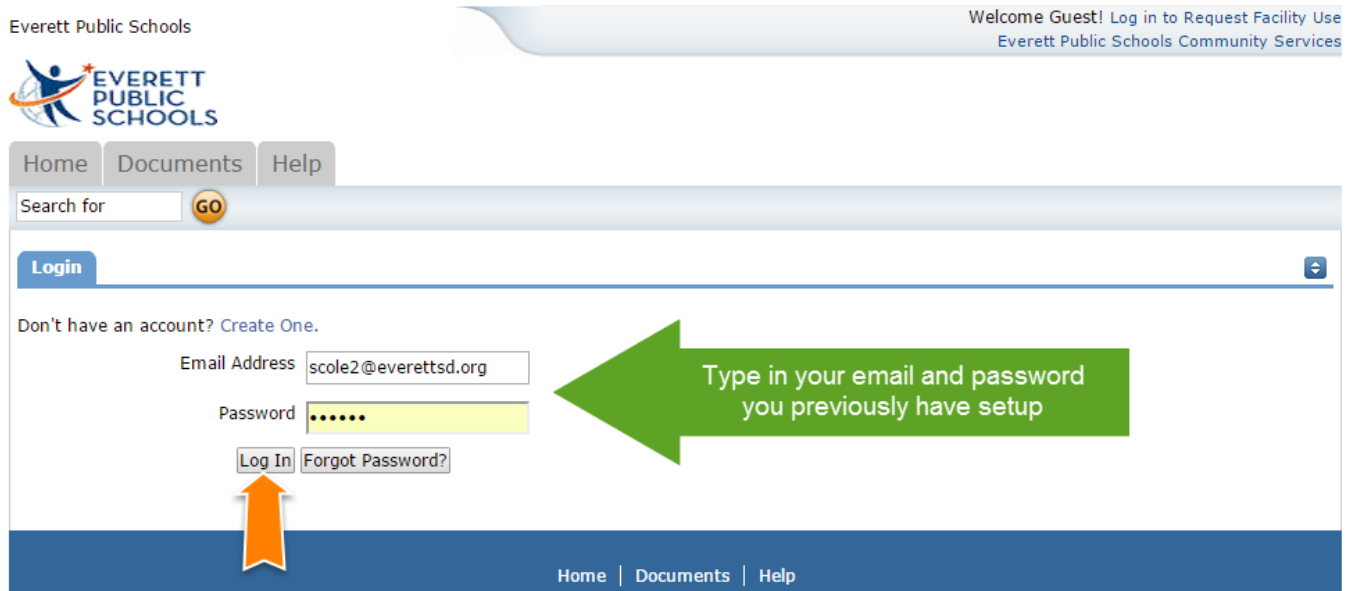
**Click Here to Login**

Click the drop down box to select a location and check availability. Click "Filter" once your "Location" is selected

# How to Login and Submit a Facility Use Request Online

Type in the **email** and **password** you have previously setup. Click **“Log In”**.

Everett Public Schools Welcome Guest! Log in to Request Facility Use  
Everett Public Schools Community Services



Home Documents Help

Search for

**Login**

Don't have an account? [Create One.](#)

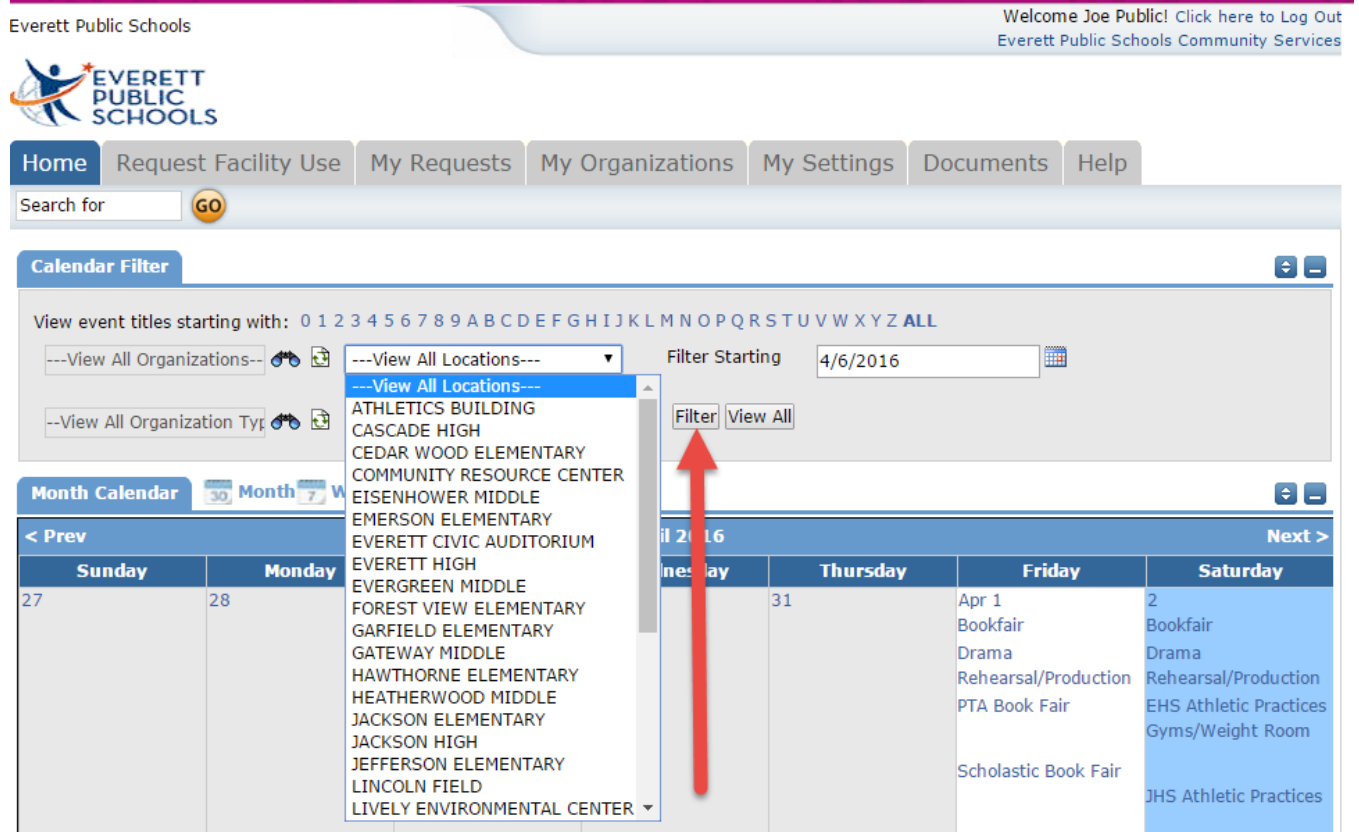
Email Address

Password

Home | Documents | Help

Once you have logged in, it is a good idea to check the location you are interested for availability. Select the **“location”** from the locations drop down box and then click **“Filter”**.

Everett Public Schools Welcome Joe Public! Click here to Log Out  
Everett Public Schools Community Services



Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

**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--

--View All Organization Typ

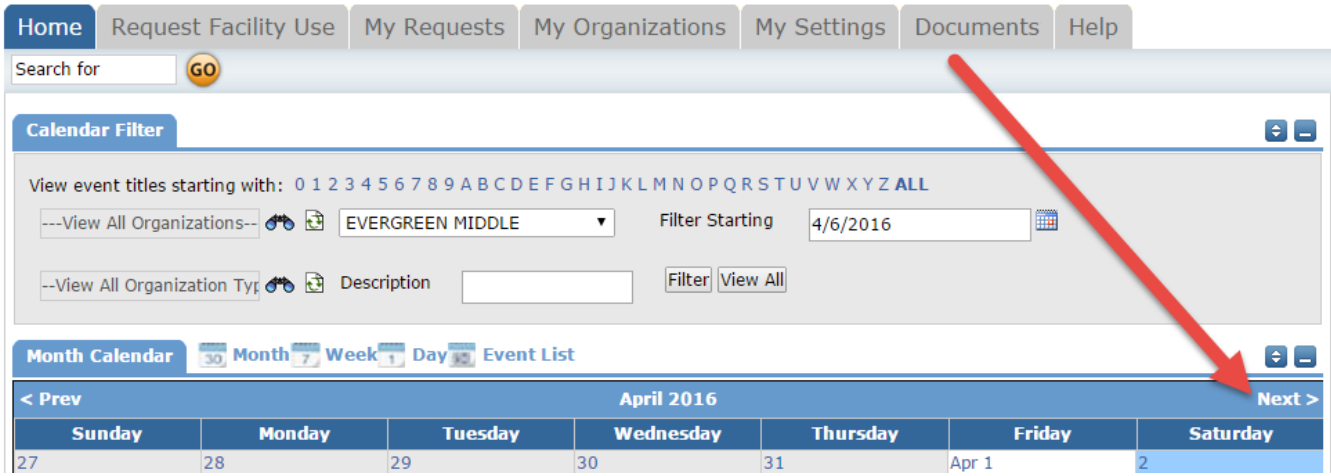
Filter Starting

**Month Calendar**

| < Prev |        | il 2016 |          | Next >               |  |
|--------|--------|---------|----------|----------------------|--|
| Sunday | Monday | Tuesday | Thursday | Friday               | Saturday                                   |
| 27     | 28     |         | 31       | Apr 1<br>Bookfair    | 2<br>Bookfair                              |
|        |        |         |          | Drama                | Drama                                      |
|        |        |         |          | Rehearsal/Production | Rehearsal/Production                       |
|        |        |         |          | PTA Book Fair        | EHS Athletic Practices<br>Gyms/Weight Room |
|        |        |         |          | Scholastic Book Fair | JHS Athletic Practices                     |

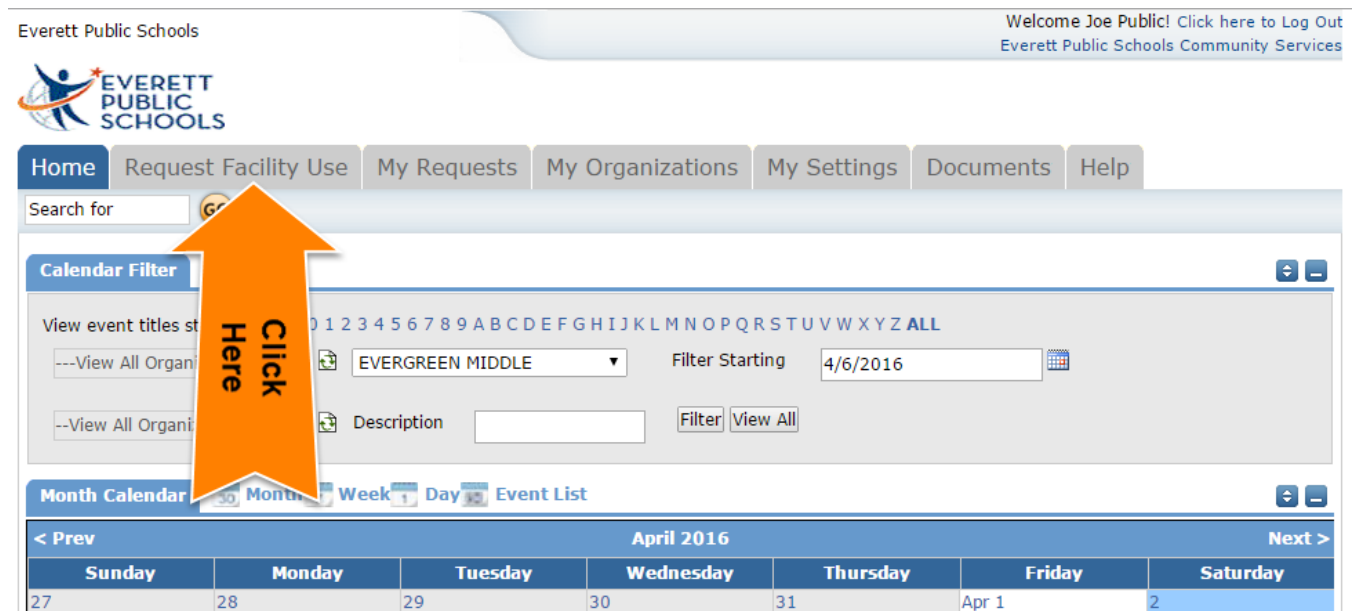
# How to Login and Submit a Facility Use Request Online

Click the calendar **"Next"** button to view future months. Click on an event link on the calendar to view the time of use and rooms reserved.



The screenshot shows the top navigation bar with tabs: Home, Request Facility Use, My Requests, My Organizations, My Settings, Documents, and Help. Below is a search bar with a 'GO' button. The 'Calendar Filter' section includes a dropdown for 'View event titles starting with' (0-9, A-Z, ALL), a dropdown for '---View All Organizations---' (EVERGREEN MIDDLE), and a 'Filter Starting' date field (4/6/2016). Below that are fields for '---View All Organization Type---' and 'Description'. The 'Month Calendar' section shows a calendar for April 2016 with tabs for Month, Week, and Day. The 'Next >' button is highlighted with a red arrow.

To request use of a facility, click on the tab **"Request Facility Use"**.



The screenshot shows the top navigation bar with tabs: Home, Request Facility Use, My Requests, My Organizations, My Settings, Documents, and Help. Below is a search bar with a 'GO' button. The 'Calendar Filter' section includes a dropdown for 'View event titles starting with' (0-9, A-Z, ALL), a dropdown for '---View All Organizations---' (EVERGREEN MIDDLE), and a 'Filter Starting' date field (4/6/2016). Below that are fields for '---View All Organization Type---' and 'Description'. The 'Month Calendar' section shows a calendar for April 2016 with tabs for Month, Week, and Day. An orange arrow points to the 'Request Facility Use' tab.

Select either a **"Normal Schedule"** or a **"Recurring Schedule"**. Normal Schedules can hold up to 20 separate use dates with the same use time and rooms. Recurring Schedules can hold up to 100 use dates with the same use time and rooms. **If your facility use request has 20 or less dates please select the "Normal Schedule".**

# How to Login and Submit a Facility Use Request Online

Complete the **"Event Title"** section and then click on the **"Location"** drop down box. Select your requested **"Location"**.

Everett Public Schools

Welcome Joe Publ  
Everett Public Scho



Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for  **GO**

### NEW Facility Use Request

1 Search 2 Availability 3 Event Details 4 Confirmation

First Name  Last Name

Event Title  ←

Event Description

Location  ←


Rooms (Building)

(Use the calendar icon to select dates)

Event Date(s)

April 2016 May 2016

| Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|----|----|----|----|----|
|    | 1  | 2  |    | 1  | 2  | 3  | 4  | 5  | 6  | 7  |    |

To select the room/rooms you would like to reserve click on the **binoculars icon** 

A list of rooms will be displayed. Click each room you would like to reserve. Please note classrooms are not listed individually in the system. Click the generic "classroom 1" if you need to reserve a classroom and a specific classroom will be assigned and noted in the use agreement.

# How to Login and Submit a Facility Use Request Online

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

### NEW Facility Use Request


1 Search 2 Availability 3 Event Details 4 Confirmation

First Name  Last Name

Event Title

Event Description

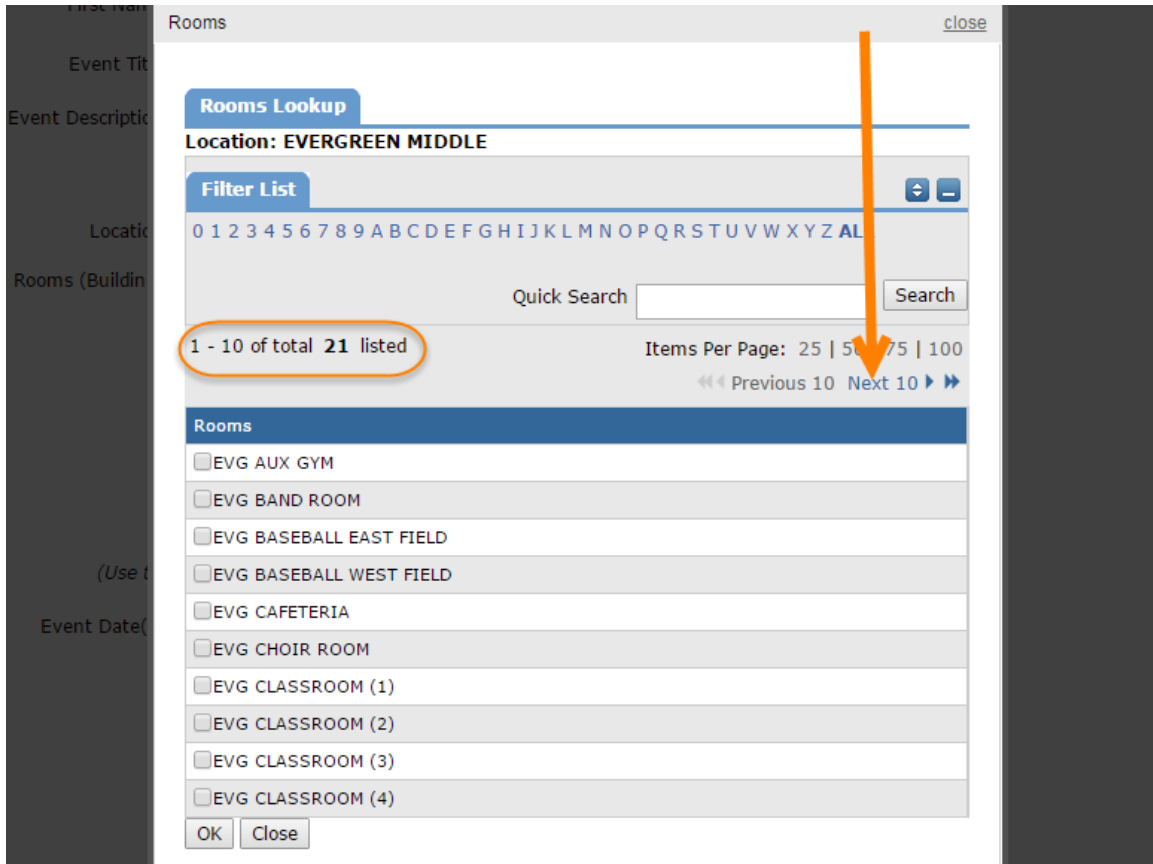
Location

Rooms (Building)  

**Click the binoculars icon to open the room list**



## How to Login and Submit a Facility Use Request Online



Rooms close

**Rooms Lookup**

**Location: EVERGREEN MIDDLE**

**Filter List** ↕ -

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 A L

Quick Search  Search

1 - 10 of total 21 listed Items Per Page: 25 | 50 | 75 | 100

◀◀ Previous 10 Next 10 ▶▶

**Rooms**

- EVG AUX GYM
- EVG BAND ROOM
- EVG BASEBALL EAST FIELD
- EVG BASEBALL WEST FIELD
- EVG CAFETERIA
- EVG CHOIR ROOM
- EVG CLASSROOM (1)
- EVG CLASSROOM (2)
- EVG CLASSROOM (3)
- EVG CLASSROOM (4)

OK Close

Please note there may be multiple pages of rooms for select locations. Click on the **"Next"** button to see the locations rooms. Click each room you wish to reserve.

# How to Login and Submit a Facility Use Request Online

- 1 Search   2 Availability   3 Event Details   4 Confirmation

First Name  Last Name

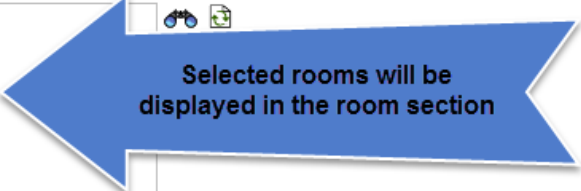
Event Title

Event Description

Location

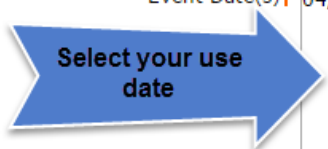
Rooms (Building) 

- EVG CAFETERIA
- EVG AUX GYM
- EVG MAIN GYM



(Use the CTRL key to select multiple rooms.)

Event Date(s)

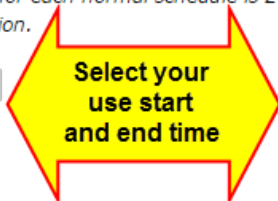


| April 2016 |    |    |    |    |    |    | May 2016 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|            |    |    |    |    | 1  | 2  | 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  | 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 | 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 | 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 | 29       | 30 | 31 |    |    |    |    |

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

Start Time

End Time



Select your **Event Date**. You may either click on the calendar date or type your use date directly into the box. Select the **Start Time** and **End Time**. Be sure to include any setup or cleanup time in your Start Time and End Time. Click **Search** when page all information is complete.

**Section 2** will check the **Availability** of the location, date/s, room/s and time you have requested.



# How to Login and Submit a Facility Use Request Online

Home **Request Facility Use** My Requests My Organizations My Settings Documents Help

Search for

**NEW Facility Use Request**

1 Search 2 **Availability** 3 Event Details 4 Confirmation

**Location:** EVERGREEN MIDDLE  
**Rooms Selected:**  
 EVG CAFETERIA  
 EVG AUX GYM  
 EVG MAIN GYM

**Date range:** 4/13/2016 to 4/13/2016  
**Selected time:** 6:30 PM to 9:30 PM

**Room Availability** Wed 04/13

|          |   |
|----------|---|
| 12:00 AM |   |
| 01:00 AM |   |
| 02:00 AM |   |
| 03:00 AM |   |
| 04:00 AM |   |
| 05:00 AM |   |
| 06:00 AM |   |
| 07:00 AM |   |
| 08:00 AM |   |
| 09:00 AM |   |
| 10:00 AM |   |
| 11:00 AM |   |
| 12:00 PM |   |
| 01:00 PM |   |
| 02:00 PM | X |
| 03:00 PM | X |
| 04:00 PM | X |
| 05:00 PM | X |
| 06:00 PM | X |
| 07:00 PM | X |
| 08:00 PM | X |
| 09:00 PM | X |
| 10:00 PM |   |
| 11:00 PM |   |

**Note this use request has conflicts**

Previous Next

If the desired location, rooms, date and time have conflicts you will see the red x's pictured above. Again, you may view the calendar for each location before you submit a request to check the availability. **Your requested location, room/s, date/s, time should be clear of conflicts before submitting for use.** Click **"Next"** to proceed to Section 3. **NOTE:** At anytime you can click on the sections at the top of the page to go back.

# How to Login and Submit a Facility Use Request Online

Complete each area in **Section 3** pertaining to your **Event Details**. Select your **“Organization”** from the drop down box and your **“Contact Name”**. Complete any **“Custodial”** or **“Event Setup”** requirements. Complete the **“Total Attending”** section. List any **“Other Needs”** you may have in the box provided.

Home Request Facility Use My Requests My Organizations My Settings Documents Help

Search for

**NEW Facility Use Request**

1 Search 2 Availability 3 **Event Details** 4 Confirmation

**Organization Information**

Organization |

Contact |

Insurance expires on:

**Setup Requirements**

**Required Maintenance Services**

Custodial

Event Setup

Food Services

**Service Description**

**Required IT Services**

**Service Description**

**Rental Requests**

| Charge Type | Quantity | Rental description |
|-------------|----------|--------------------|
|             |          |                    |

**Event Information**

Below, please enter a number for:

Total Attending |

Adults Attending |

Children Attending |

Extra Chairs Required |

Parking Spaces Required |

## How to Login and Submit a Facility Use Request Online

Yes, please display events on the community calendar

Other Needs

**File Attachments**

| Delete         | Date | Submitted By | Description | Size |
|----------------|------|--------------|-------------|------|
| No attachments |      |              |             |      |

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

Signature |  (please enter your email address)

I confirm that I have previously read and agree with the terms and conditions of facilities use

**Legend**

- ! Required Fields
- ✗ Insurance Expired

**You may upload your Liability Insurance Certificate here**

You may upload your **Liability Insurance Certificate** listing Everett Public Schools as additionally insured here. Click on the **"Add New File"** link and click **"Choose File"**. Select the file and then click **"Submit"**.

Type your email in the **"Signature"** box and **click to confirm** you agree to the terms and conditions for your requested facility use. **Click "Save"**. Once your event has been SAVED you will receive a notification that the event has been submitted. Email notifications are sent as your request is submitted, routed, approved or declined.


# How to Login and Submit a Facility Use Request Online

Home Request Facility Use My Requests My Organizations My Settings Documents Help


Search for  **GO**

1 Search 2 Availability 3 Event Details 4 **Confirmation**

**Confirmation**

 The following request has been submitted.  
Please contact [Ysella Perez](#) if you have any questions about your request.

**Schedule ID** 28048  
**Event Title** Concert  
**Location** EVERGREEN MIDDLE  
**Rooms (Buildings)** EVG AUX GYM  
 EVG CAFETERIA  
 EVG MAIN GYM  
**Event Dates** 4/16/2016  
**Start Time** 7:00 PM **End Time** 9:30 PM  
**Name** SD TEST  
**Phone Number** 123-456-7890  
**Email** SDTEST@everettsd.org

 **Print This!**

**Confirmation Page**  
Emails will also be sent as the request is submitted, routed and approved/declined.

You may check the **"My Requests"** tab to view your reservations.




Home Request Facility Use **My Requests** My Organizations My Settings Documents Help



Search for  **GO**

**CommunityUse - Request Facility Use**

**Calendar Filter**

View event titles starting with: 0 1 2 3 4 5 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 Organizations ns---  Filter Starting  

--View All Organization T   Description

+ Request New Facility Use

1 - 1 of total 1 listed Items Per Page: 25 | 50 | 75 | 100  
 << Previous 25 Next 25 >>

| 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) |                |
| 28048        |                 | EVERGREEN MIDDLE | Non-recurring | View Invoices  |
| Concert      |                 | EVG AUX GYM      |               | \$0.00         |
| 1            |                 | EVG CAFETERIA    |               | \$0.00         |
|              |                 | EVG MAIN GYM     | 4/16/2016     |                |

+ Request New Facility Use << Previous 25 Next 25 >>  
 Items Per Page: 25 | 50 | 75 | 100

Click Here

click on the link to view your requests