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”.

Click on the link “Facility Rental Calendar”.
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At the top of the page, you will see a link to “Log in to Request Facility Use”. Click here to login.
Type in the **email** and **password** you have previously setup. Click "Log In".

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**".
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.

To request use of a facility, click on the tab “Request Facility Use”.

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”. 
Compete the “Event Title” section and then click on the “Location” drop down box. Select your requested “Location”.

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.
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NEW Facility Use Request

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

- First Name: Joe
- Last Name: Public
- Event Title: Concert
- Event Description:
- Location: EVERGREEN MIDDLE
- Rooms (Building): --Select Room--

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