

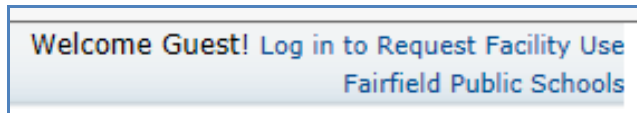
How to Request Access to Submit Online Facilities Requests

Fairfield Public Schools 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.

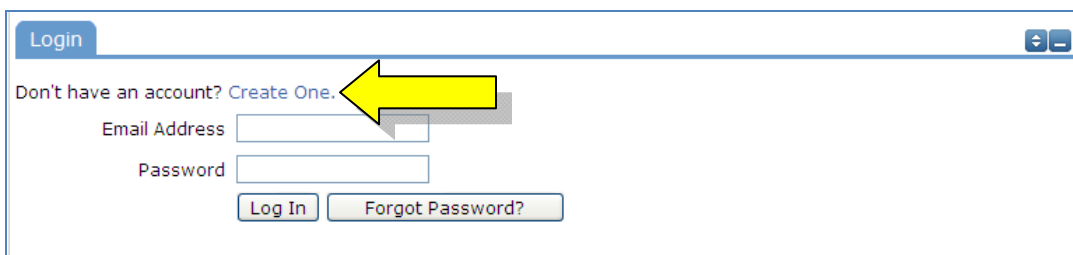
First, click on this link to access the CommunityUse Calendar:

<https://www.communityuse.com/default.asp?acctnum=124618240>

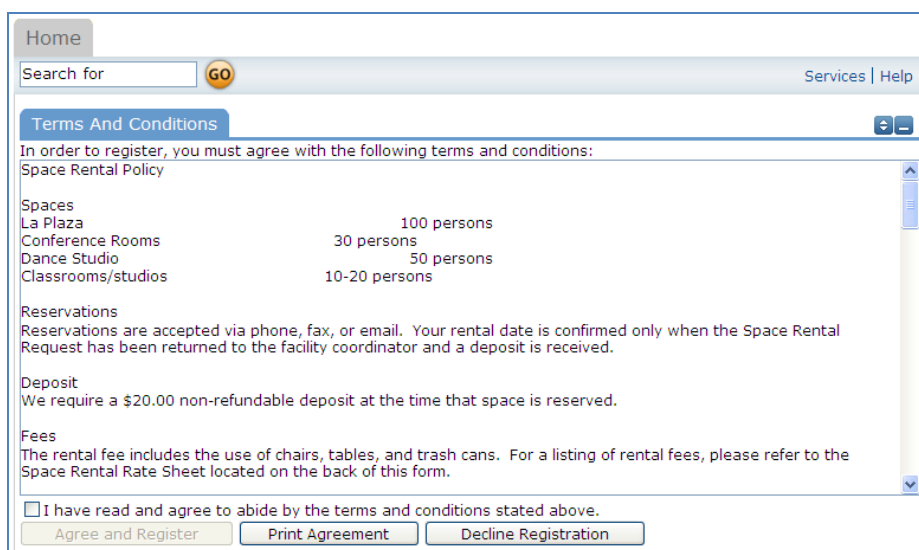
At the top right side of the page, you'll see a link to Login to Request Facility Use.



Click on that link to Login:



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.



Check the Box, and then click the Agree and Register button.

** 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

Home Documents Help

Search for

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

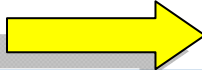
Request Your Organization

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



Requested Organization List


Organization Status	Organization Name	Organization Type	Address
No record found			

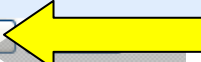
You will then see the message Pending next to the requested Organization.

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



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

<input type="checkbox"/> Organization Status	<input checked="" type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> 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.

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