

DIRECTIONS ON HOW TO RESERVE A ROOM (INCLUDING ATHLETIC FIELDS AND GYMS)

Step 1: Click Log-In to Request Facility Use.

William Floyd School District

William Floyd School District

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 9/25/2015

---View All Organization Typ Description Filter View All

Month Calendar 30 Month 7 Week 1 Day 3 Event List

September 2015							
Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next
	30	31	Sep 1 WF Wrestling	2 WF Wrestling	3 WF Wrestling	4 WF Wrestling	5
	6 William Floyd Alumni Basketball	7 School Closed WF Wrestling	8 WF Wrestling Girl Scouts Troop #26	9 WF Wrestling	10 WF Wrestling WM FLOYD GIRLS BASKETBALL	11 WF Wrestling	12

Step 2: Enter user name and password that you created and click “Log-In.”

William Floyd School District

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Home Documents Help

Search for

Login

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

Email Address

Password

[Forgot Password?](#)

Home | Documents | Help

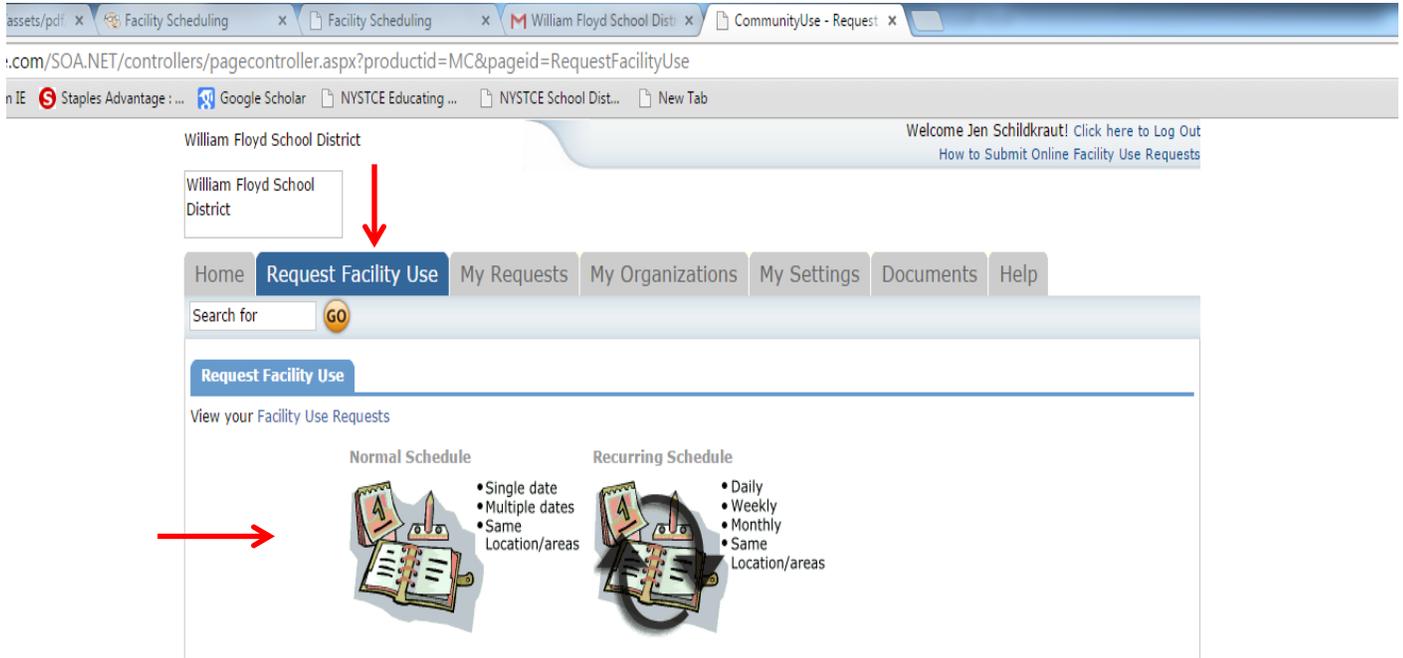
SID: COM06 Welcome to the William Floyd School District CommunityUse website. For your convenience, we have included instructional quickstep guides and recorded videos if you have questions regarding registration or the online request forms.

DID: 3

[Terms and Conditions](#)

Step 3: Click the second tab - "Request Facility Use"

You can then click 1 of 2 schedules, one for "Normal Schedule" – which is either a single date or a couple of multiple dates OR "Recurring Schedule" which is for a long term period (i.e. the entire year or ½ year).



Once you have chosen a schedule type, the New Facility Use Request screen will appear. You will need to enter all information where indicated with a red line.

The screenshot shows the 'NEW Facility Use Request' form. The navigation tabs are 'Home', 'Request Facility Use', 'My Requests', 'My Organizations', 'My Settings', 'Documents', and 'Help'. A search bar is at the top. The form has a progress indicator with four steps: 1. Search (highlighted with a red line), 2. Availability, 3. Event Details, and 4. Confirmation. The form fields include: 'First Name' (Jolie), 'Last Name' (Mohn), 'Event Title', 'Event Description', 'Location' (dropdown: --Select Location--), 'Rooms (Building)' (dropdown: --Select Room--), 'Event Date(s)' (calendar), 'Start Time' (1:00 AM), and 'End Time' (1:00 AM). A 'Search' button is at the bottom. A note states: 'Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.'

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

To reserve a Room, Athletic Field, or Gym:

You must choose a location in the Location dropdown menu.

Location | --Select Location--

Rooms (Building) |

- Select Location--
- Hobart Elementary
- Lincoln Ave. Athletic Complex
- Moriches Elementary
- Paca MS
- Tangier Smith Elementary
- WF Family Center
- WF High School**
- WFMS
- Wm. Floyd Elementary
- Woodhull Elementary



(Use the CTRL key to select multiple rooms.)

Then, choose “Room Lookup” by clicking on the binoculars next to the room selection box.

Location | WF High School

Rooms (Building) | --Select Room--



(Use the CTRL key to select multiple rooms.)

Finally, select a room from the pop-up menu and then click “OK.”

Rooms close

Rooms Lookup

Location: WF High School

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 ALL

Quick Search

1 - 10 of total 178 listed Items Per Page: 25 | 50 | 75 | 100

« Previous 10 Next 10 »

Rooms

- 10th Grade Cafeteria
- 11th Grade Cafe
- 12th Grade Cafe
- 9th Grade Cafe
- Auditorium
- Concession Stand(Athletics)
- Culinary
- Downstairs Dance Room(Athletics)
- East Gym(Athletics)
- East Lobby

Once you have chosen a room, you are able to add multiple dates. Just select them in the calendar box.

Event Date(s) |

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

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

Next, choose the Start Time and End Time. Then, choose “Search.”

Start Time | End Time |

The Availability screen will now appear. If the room is available for the requested time, that time period will appear in yellow on the availability screen.

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: WF High School
Rooms Selected:
 Auditorium

Date range: 2/12/2016 to 2/12/2016
Selected time: 10:00 AM to 11:00 AM
Half Hourly Increment:

<< Room Availability >>

Fri 02/12

12:00 AM	
12:30 AM	
01:00 AM	
01:30 AM	
02:00 AM	
02:30 AM	
03:00 AM	
03:30 AM	
04:00 AM	
04:30 AM	
05:00 AM	
05:30 AM	
06:00 AM	
06:30 AM	
07:00 AM	
07:30 AM	
08:00 AM	
08:30 AM	
09:00 AM	
09:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
01:00 PM	
01:30 PM	
02:00 PM	
02:30 PM	
03:00 PM	
03:30 PM	
04:00 PM	

If the room is available, choose “Next.” If the room is not available, return to the previous screen and revise your request.

Once you have selected an available timeslot and chosen “Next,” the Event Details screen will appear. Make sure all organizational and contact information is added, as well as insurance information.

The screenshot shows a web application interface for a 'New Facility Use Request'. The navigation bar includes 'Home', 'Request Facility Use', 'My Requests', 'My Organizations', 'My Settings', 'Documents', and 'Help'. Below the navigation bar is a search bar with a 'GO' button. The main content area is titled 'New Facility Use Request' and features a progress indicator with four steps: 'Search', 'Availability', 'Event Details' (the current step), and 'Confirmation'. There are three expandable sections: 'Additional Information', 'Organization Information', and 'Setup Requirements'. The 'Additional Information' section contains a message about food services and a 'Yes/No' selection. The 'Organization Information' section has dropdown menus for 'Organization' and 'Contact', and a text field for 'Insurance expires on:'. The 'Setup Requirements' section is a table with two columns: 'Required Maintenance Services' and 'Service Description'. The table lists services like Audio/Visual, Custodial, Event Setup, Food Services, Lighting, PA System, and Security, each with a checkbox and a dropdown arrow.

Required Maintenance Services	Service Description
<input type="checkbox"/> Audio/Visual	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Event Setup	
<input type="checkbox"/> Food Services	
<input type="checkbox"/> Lighting	
<input type="checkbox"/> PA System	
<input type="checkbox"/> Security	

Once you have completed the form, click “Save.”

Your form will then be routed to the correct building for approval.

Note: Besides entering the insurance information online, please make sure to send the District a hard copy of the organizations insurance certificate. Failure to supply the District with the correct insurance information will lead to cancellation of your event. The address is William Floyd School District, District Office, 240 Mastic Beach Rd, Mastic Beach, NY 11951.