

DIRECTIONS ON HOW TO RESERVE A ROOM (EXCLUDING ATHLETICS/GYM)

Step 1: Click Log-In to Request Facility Use

The screenshot shows the William Floyd School District CommunityUse website. The top navigation bar includes the text "Welcome Guest! Log in to Request Facility Use" and "How to Submit Online Facility Use Requests". A red arrow points to the "Log in to Request Facility Use" link. Below the navigation bar, there is a search bar and a "Calendar Filter" section. The main content area displays a "Month Calendar" for September 2015, showing various events such as "WF Wrestling" and "William Floyd Alumni Basketball".

Step 2: Enter user name and password that you created and click "Log-In"

The screenshot shows the William Floyd School District CommunityUse website's login page. The top navigation bar includes the text "Welcome Guest! Log in to Request Facility Use" and "How to Submit Online Facility Use Requests". Below the navigation bar, there is a search bar and a "Login" section. The login form includes fields for "Email Address" and "Password", and buttons for "Log In" and "Forgot Password?".

SID: COM06
DID: 3

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.

[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)

William Floyd School District

Welcome Jen Schildkraut! [Click here to Log Out](#)
[How to Submit Online Facility Use Requests](#)

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

Search for

Request Facility Use

View your Facility Use Requests

Normal Schedule

- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same Location/areas

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

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DID: 3 [Terms and Conditions](#)

Step 4: Once you have chosen a schedule type, the New Schedule screen will appear.

Schedule ID: NEW

Status: Submitted

Notify Booked By

Notify Contact Person

Schedule State? Inactive

Event Title:

Event Description:

Area:

Location:

Building:

Rooms:

Event Date(s):

Start Time: End Time:

Setup Begin Time: Breakdown End Time:

Duration: hours minutes. Spans over days.

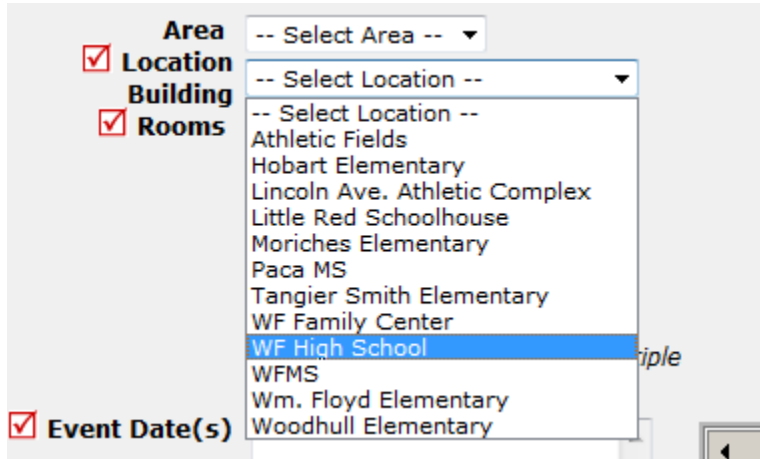
Additional Information

If Food Services are needed, please contact Marie Bellanca at Aramark at: Yes No
631-874-1158.

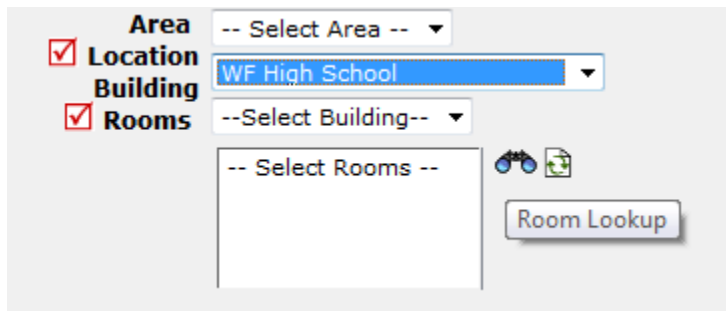
Organization Information

Organization:

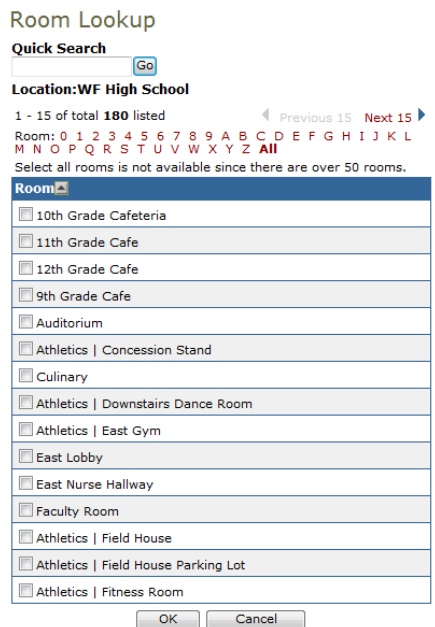
Step 5: You must choose a location in the Location dropdown menu. (Do not make a selection in the Area dropdown menu or in the Building dropdown menu.)



Step 6: Then, choose “Room Lookup” by clicking on the binoculars next to the room selection box.



Step 7: Finally, select a room from the pop-up menu and then click “OK.”



Step 8: Once you have chosen a room, you are able to add multiple dates. Just select them in the calendar box.

Event Date(s)

| December 2015 | | | | | | | January 2016 | | | | | | |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Step 9: Make sure all organizational and contact information is added, as well as insurance information.

Organization Information

Organization [Note](#)

or new

Contact Name Type

First Name Last Name

Email Day-Time Phone

Evening Phone Cellular Phone

Billing Address

Use Organization Billing Address

FEIN Sales Tax Exemption No.

Yes, add this contact to the organization's contact list.

Invoice Type? Charge back Payment No charge

Responsible for Billing

Yes, invoices or usages fees have been generated.

Billing Comments

Budget Charge backs requires a budget code.

Document Number (e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates To

Yes, update organization record with above insurance information.

Once Complete 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 the cancellation of your event. The address is William Floyd School District, District Office, 240 Mastic Beach Rd, Mastic Beach, NY 11951.