

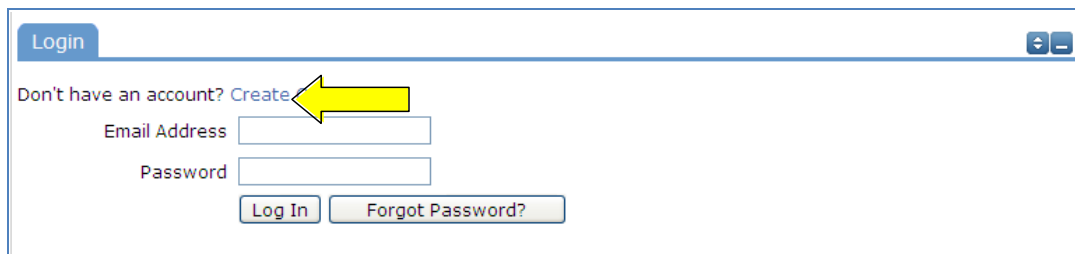
How to Request Access to Submit Online Facilities Requests

The Corvallis School District manages facility requests online through our Community Use calendar and request system. You may enroll online and enter requests for after-hours facility usage by following these simple steps.

First, use this link to access the CommunityUse Calendar: <http://tinyurl.com/CSD-CommunityUse>

At the top of the page, click on the link to Login to Request Facility Use.

Welcome Guest! [Log in to Request Facility Use](#)
North Carolina School District



Login

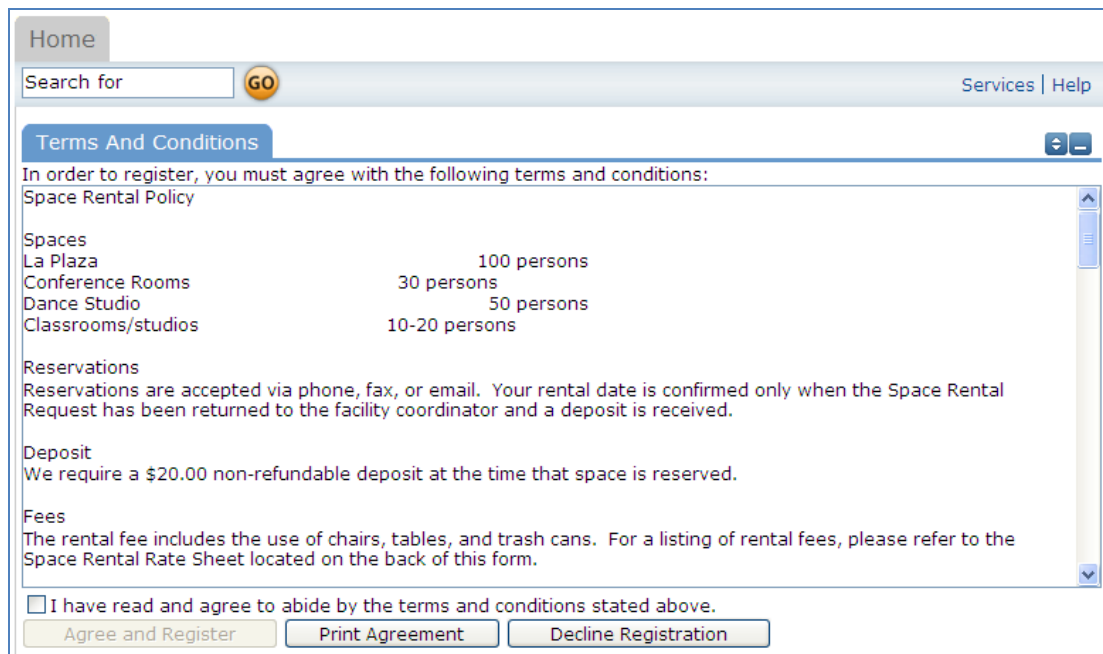
Don't have an account? [Create](#)

Email Address

Password

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.



Home

Search for [Services](#) | [Help](#)

Terms And Conditions

In order to register, you must agree with the following terms and conditions:

Space Rental Policy

Spaces	
La Plaza	100 persons
Conference Rooms	30 persons
Dance Studio	50 persons
Classrooms/studios	10-20 persons

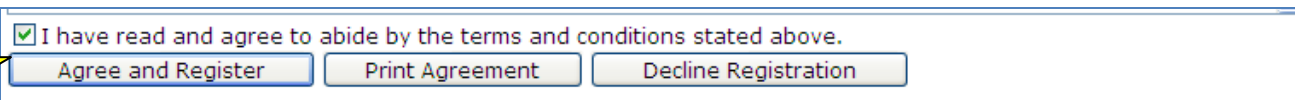
Reservations
Reservations are accepted via phone, fax, or email. Your rental date is confirmed only when the Space Rental Request has been returned to the facility coordinator and a deposit is received.

Deposit
We require a \$20.00 non-refundable deposit at the time that space is reserved.

Fees
The rental fee includes the use of chairs, tables, and trash cans. For a listing of rental fees, please refer to the Space Rental Rate Sheet located on the back of this form.

I have read and agree to abide by the terms and conditions stated above.

Check the Box, and Click "Agree and Register". *An easier to read agreement may be viewed using the Documents tab. The Print Agreement option 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 & Next" once you've completed all required fields marked with an orange vertical line.

Step 1 of 3: Personal Profile

Registration Wizard

[Personal Profile](#) Request Organizations Confirmation

My Contact Settings

First Name | Adam Last Name | Smith

Email Address | adam@trading.email.com

Phone Number | 111-212-1122

Cellular Phone

Your Address | 5001 Revenue Blvd
Cash, NC 55554 *

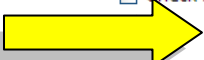
*
Note: This is your Contact Address. You will enter the organization address on the next page.

Password Settings

Password | Verification |

Check here to remove self from all event-related email notifications.

Save & Next Cancel



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

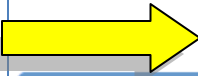
Use Your Contact Address as Organization Address

Add Organization

Requested Organization List

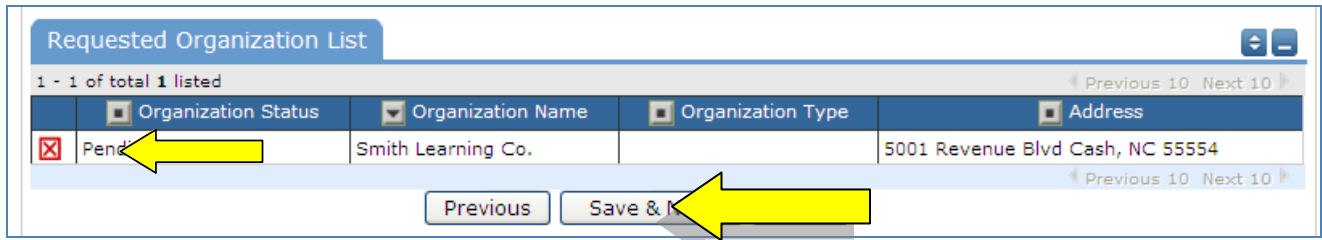
Organization Status	Organization Name	Organization Type	Address
No record found			

Previous Save & Next Cancel

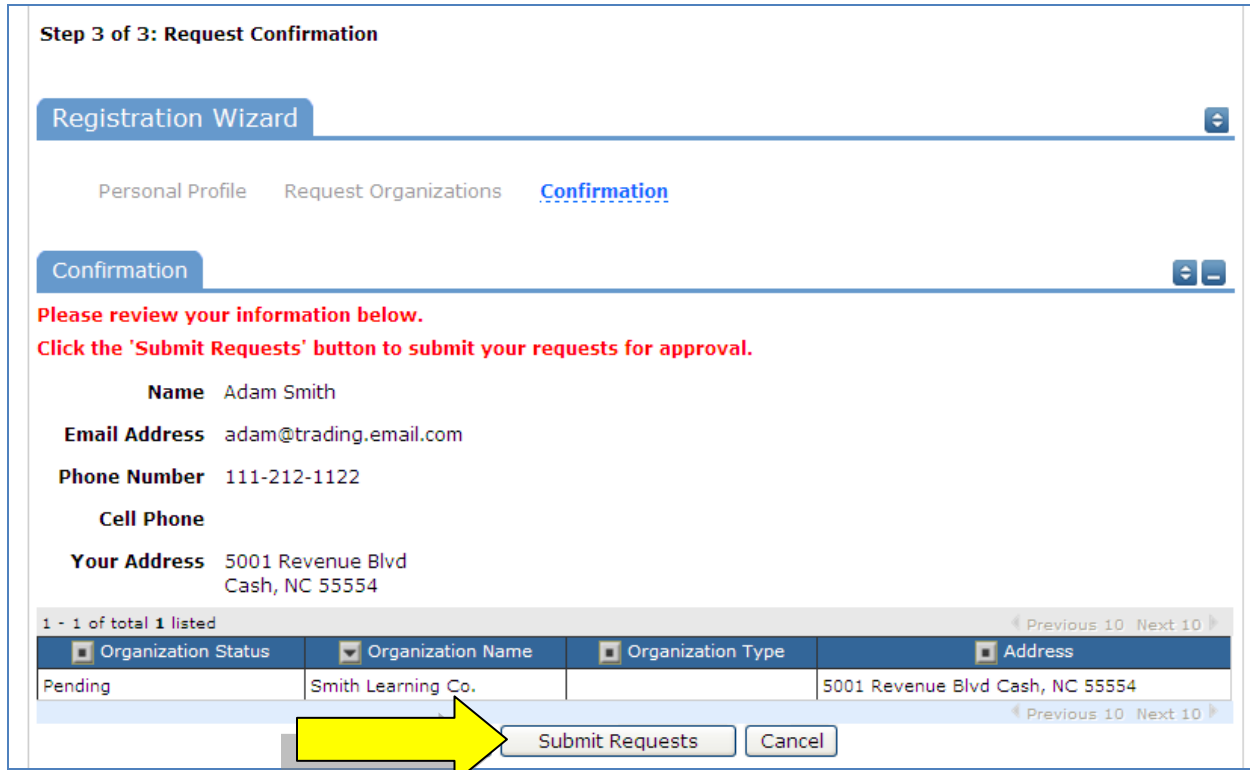


You will then see the message *Pending* next to the requested Organization.

Once you've added all of the Organizations you would like to submit requests for, click "Save & Next"



On the final page, confirm the information and click "Submit Requests"



An email will go to school district staff who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You will receive email confirmation of your request. You will also receive a notification confirming that your request was accepted or declined. If your registration is accepted, you may return to the Community Use login page and login to begin requesting facility usage.

Questions may be directed to the Facilities and Maintenance Department, 541-757-5877