



## COMMUNITY USER RENTAL REQUEST GUIDE

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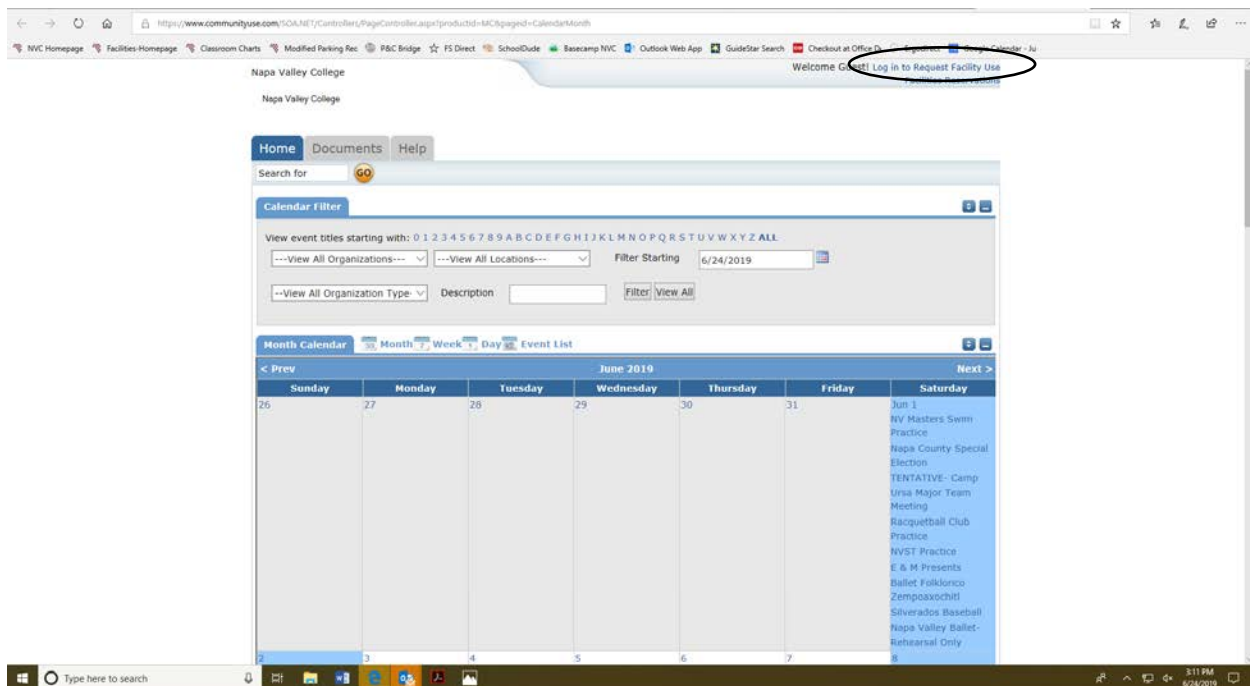
*1. Create an Account*

*2. Account Approval*

*3. Request Facility Use*

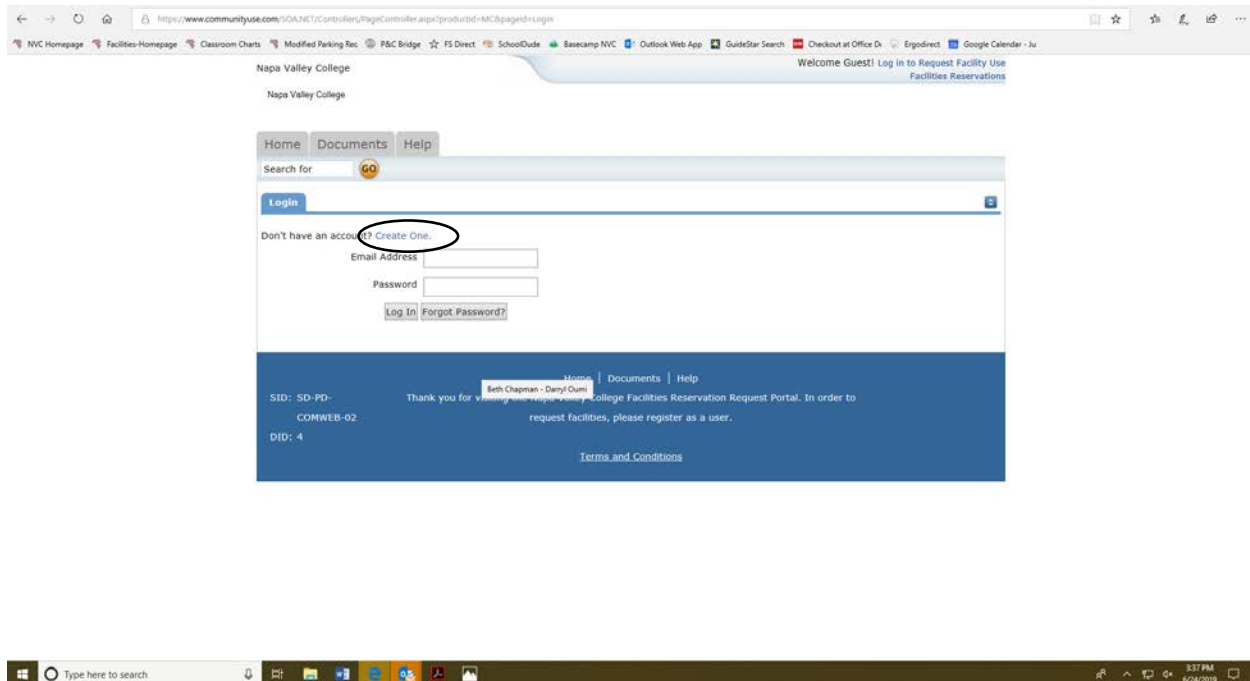
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# 1. Create an Account

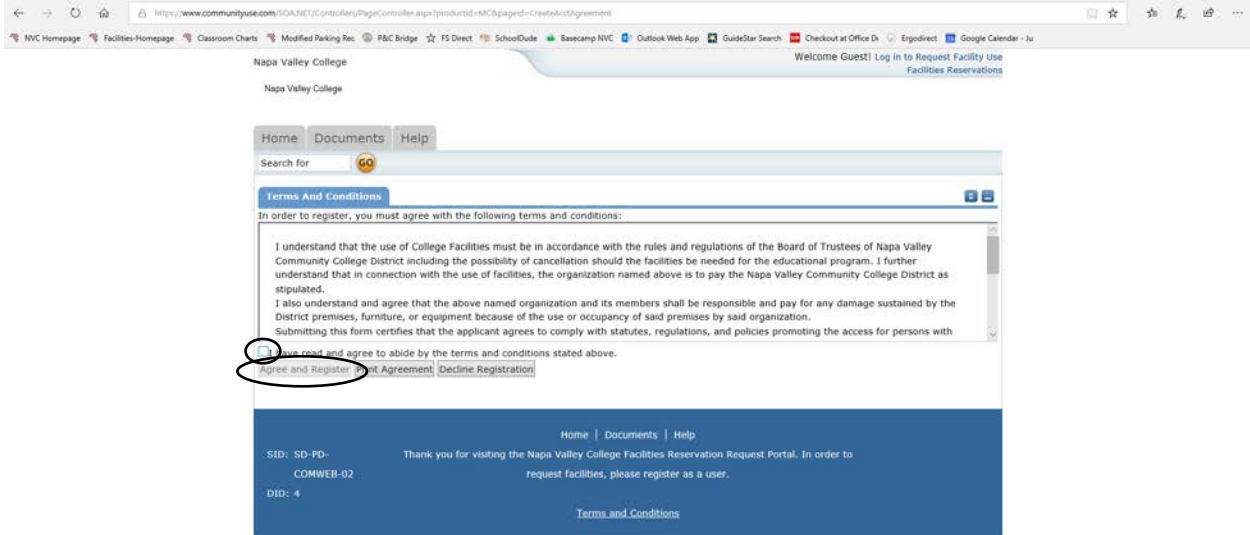


**STEP 1:** Go to <https://www.communityuse.com/default.asp?acctnum=2138890752>

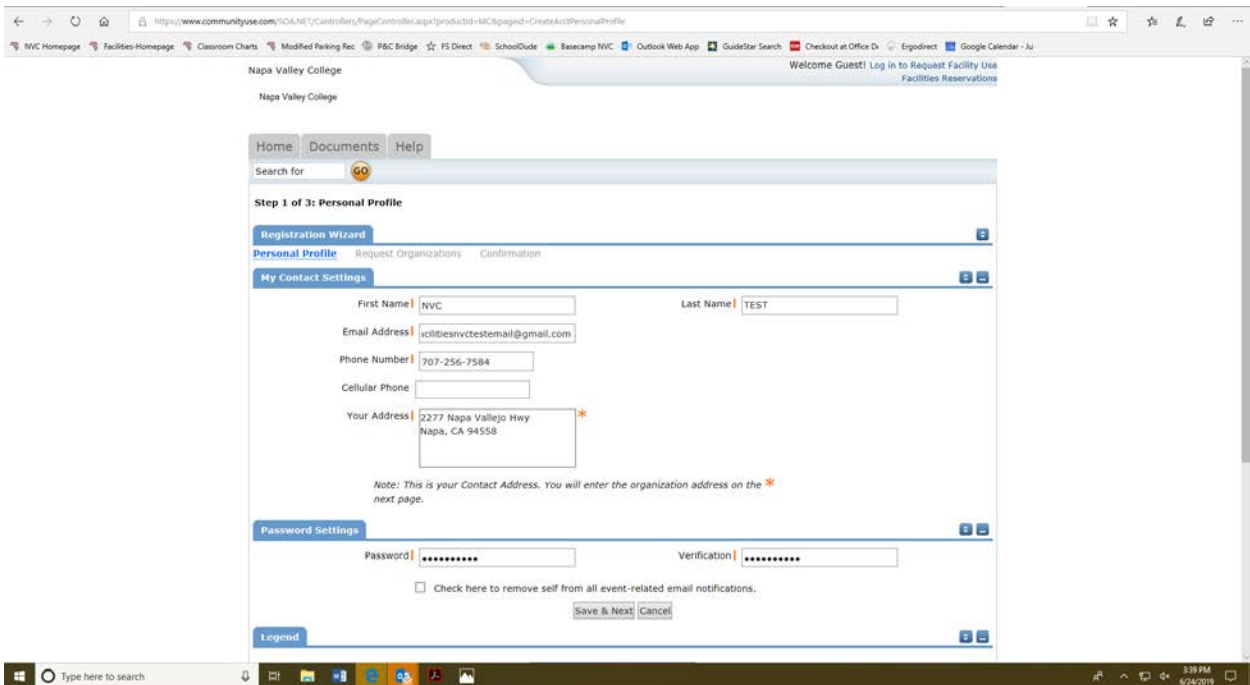
Choose "Log in to Request Facility Use"



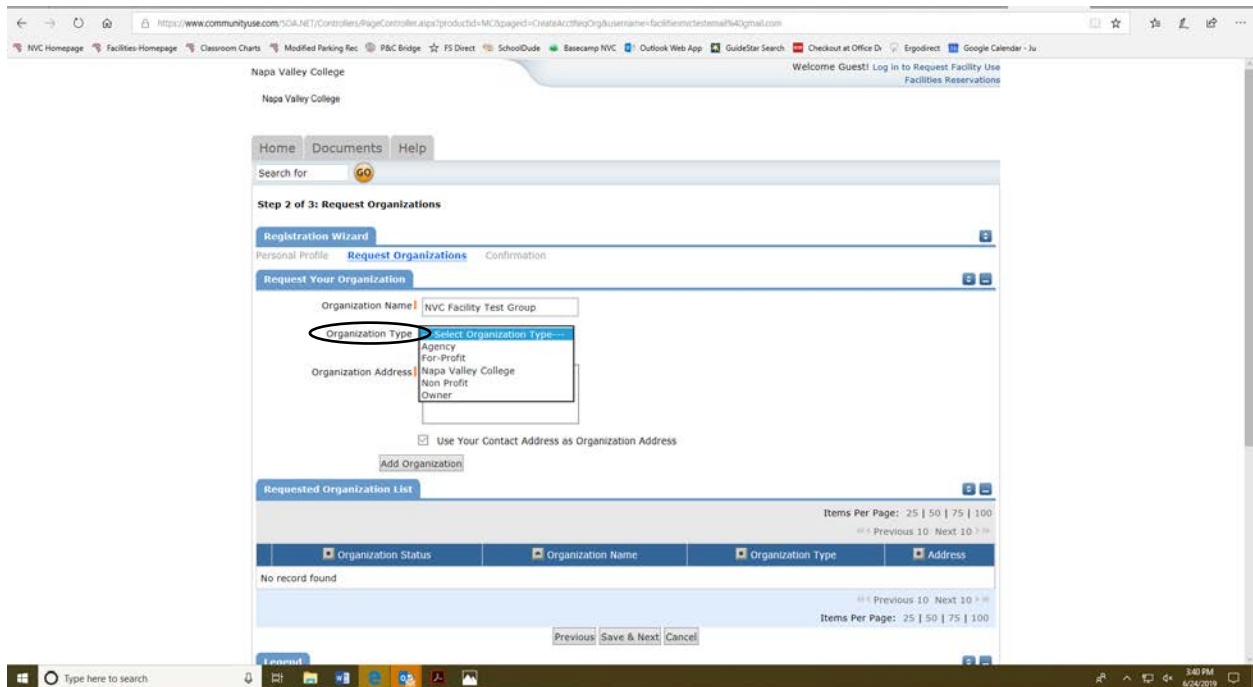
**STEP 2:** If you already have an account, log in OR choose "Don't have an account? Create One."



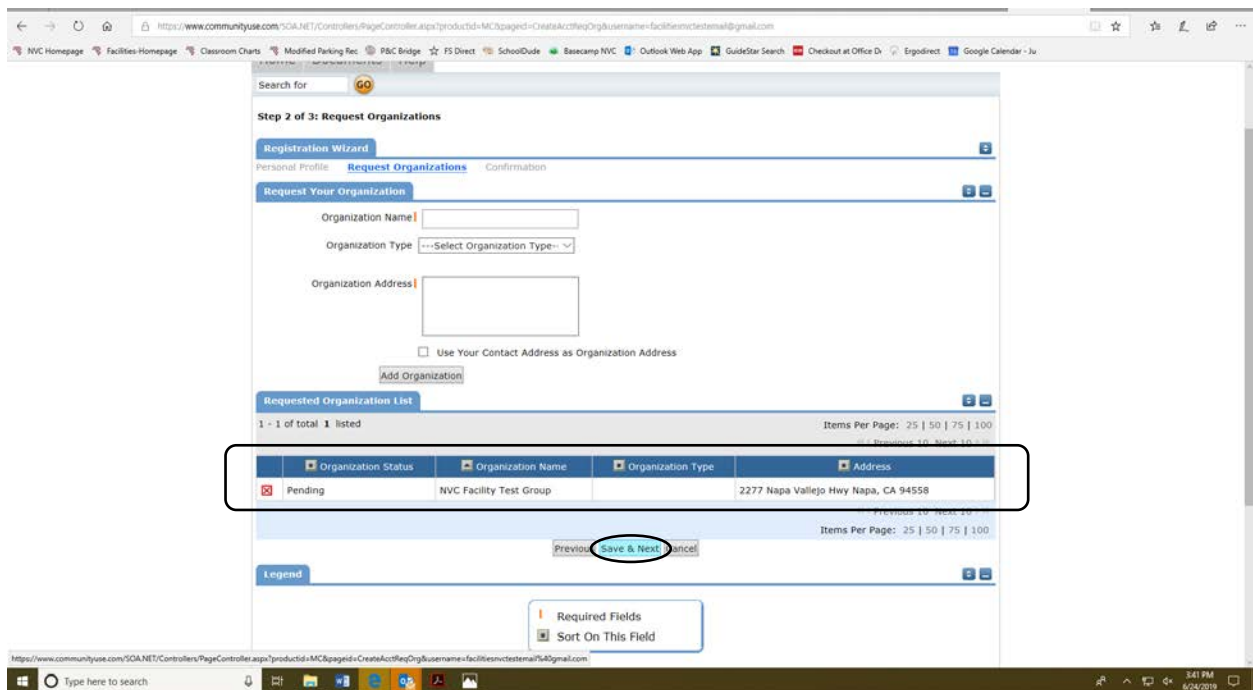
**STEP 3:** Check the box to agree to the terms & conditions. *\* This agreement may be printed\**  
Then choose “Agree and Register”.



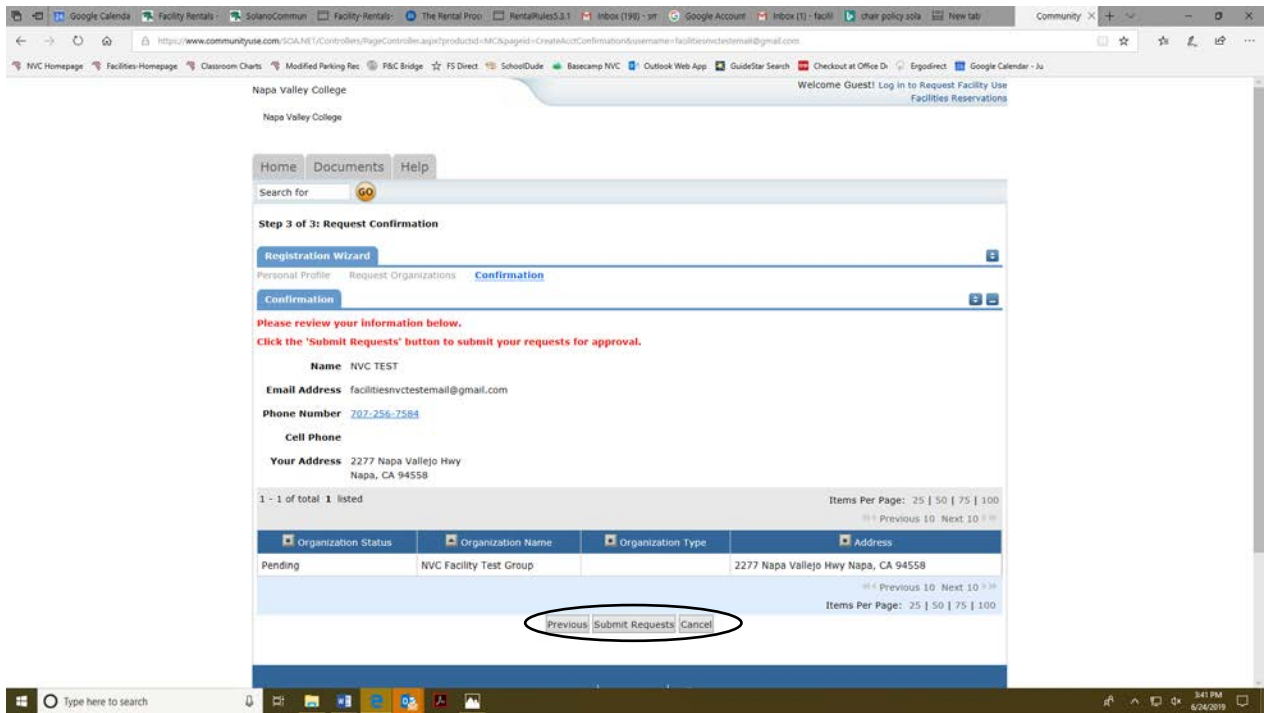
**STEP 4:** Enter your contact information and password to begin setting up your account. Then choose “Save & Next”.



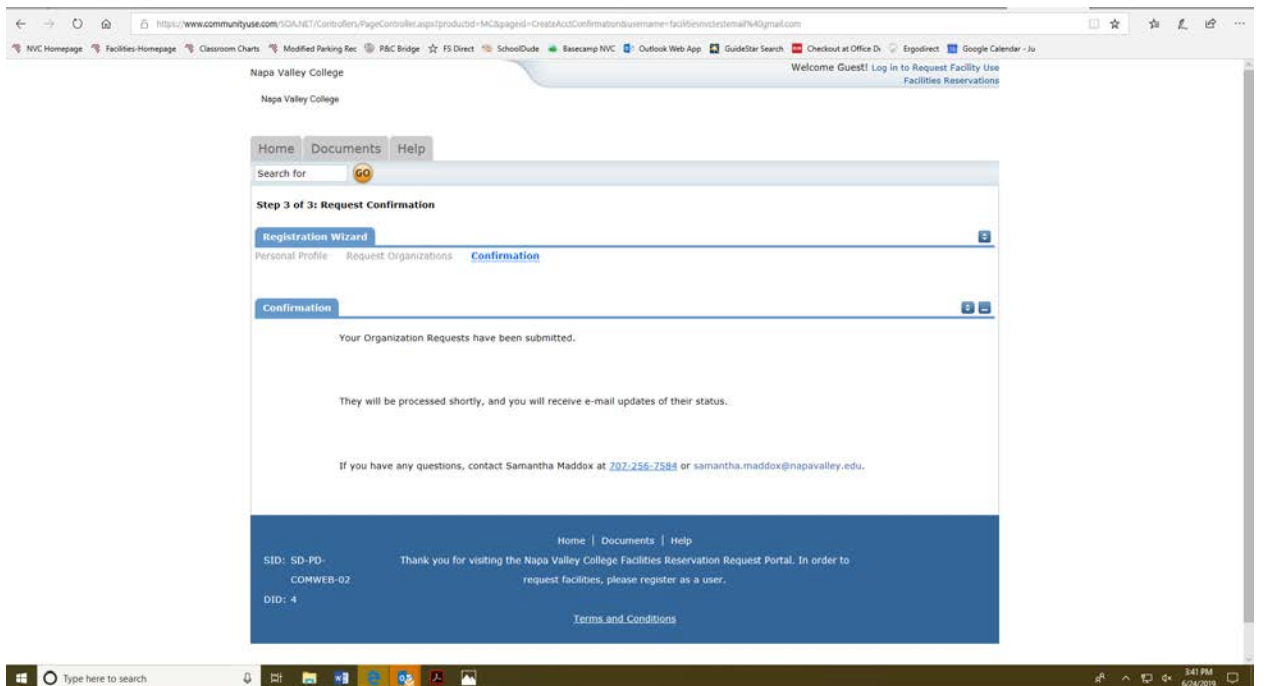
**STEP 5:** Enter in your organization’s information and choose the type of organization.



**STEP 6:** Your organization status will show up at the bottom of the screen. Choose “Save & Next”.

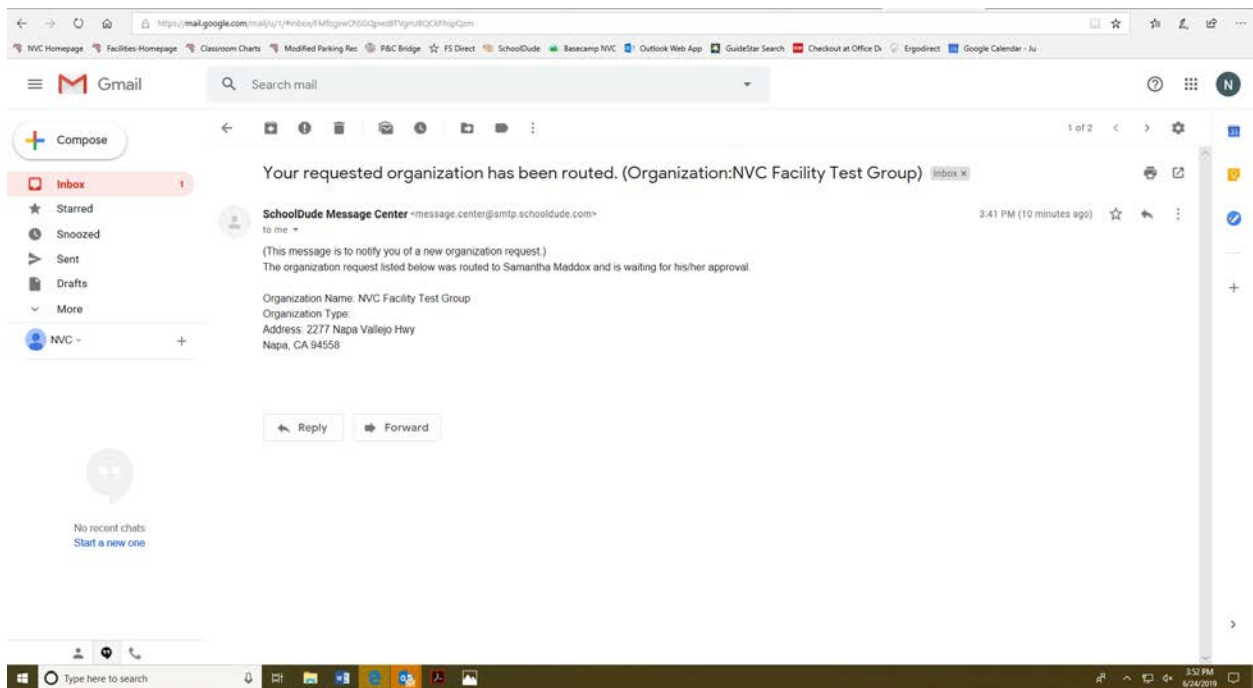


**STEP 7:** You can now confirm your organization’s information. If all information is correct, choose “Submit Requests”. If changes need to be made, choose “Previous”.

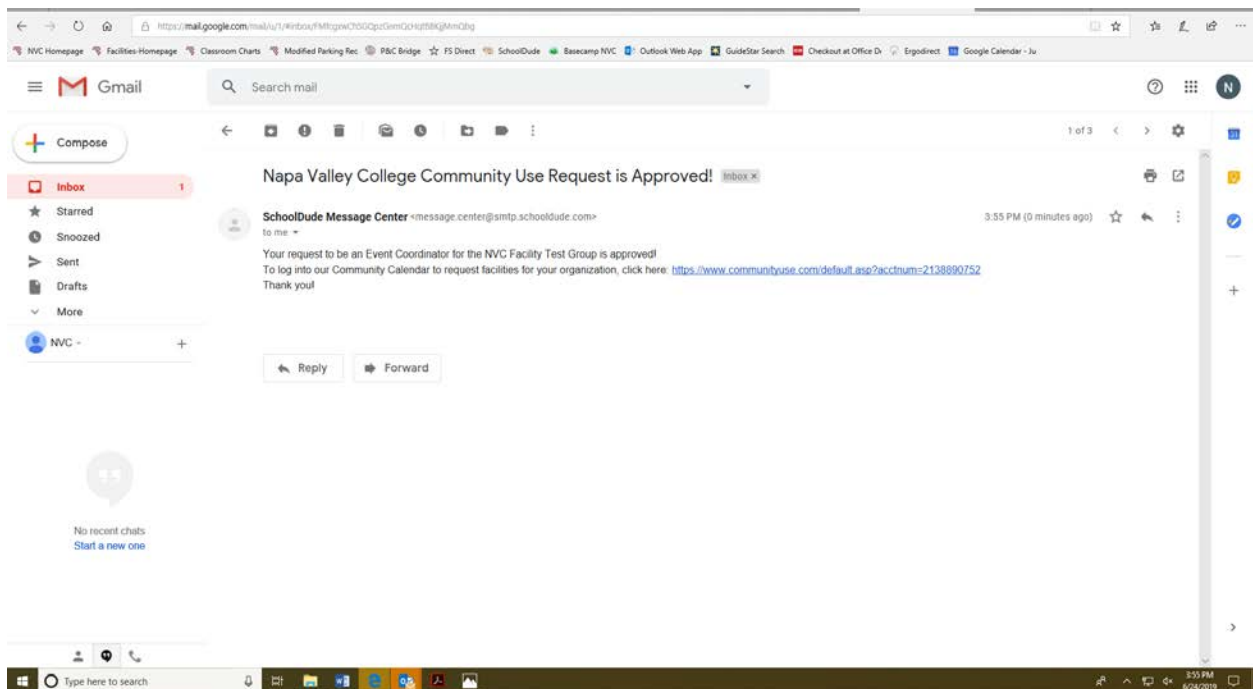


**STEP 8:** Once submitted, your confirmation will display on this screen.

## 2. Account Approval



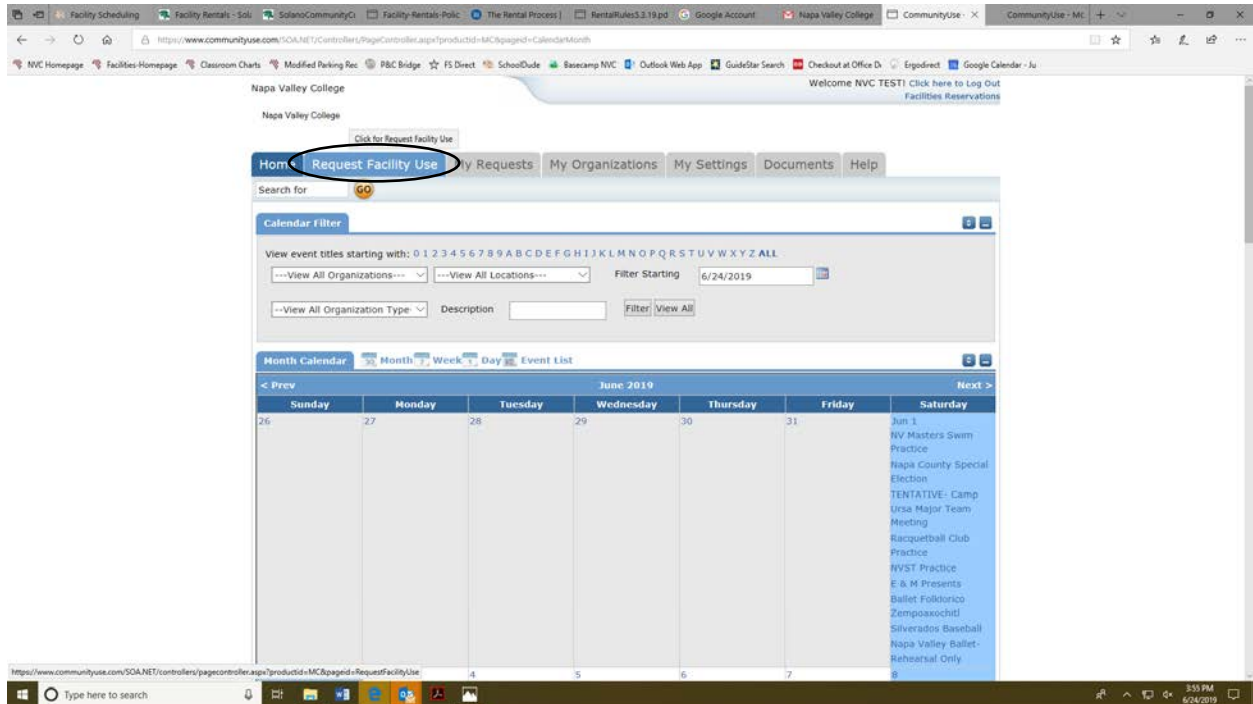
**STEP 1:** Check your e-mail. You should have received an e-mail from *SchoolDude Message Center* stating that your organization’s account is waiting for approval.



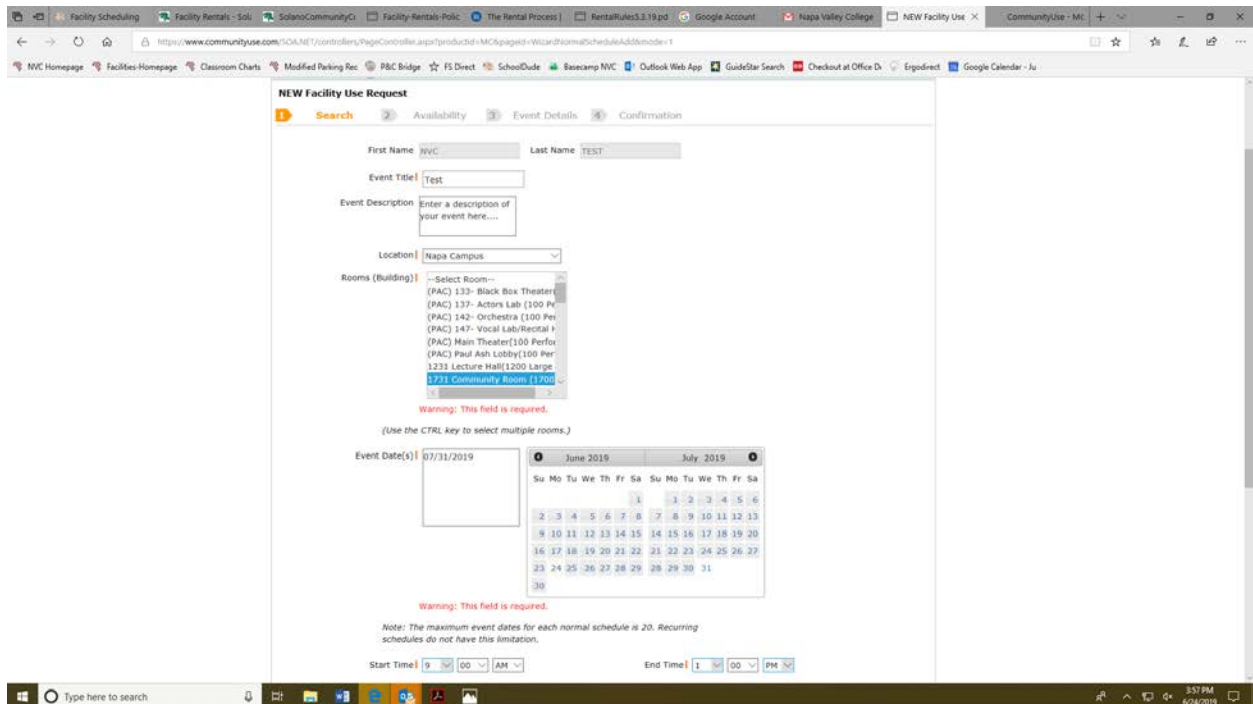
**STEP 2:** Once your account has been approved, you will receive another e-mail stating so. Click on the available link to open the website in order to make a reservation request.

\* Please e-mail [samantha.maddox@napavalley.edu](mailto:samantha.maddox@napavalley.edu) if you do not receive a response in 2-3 business days.

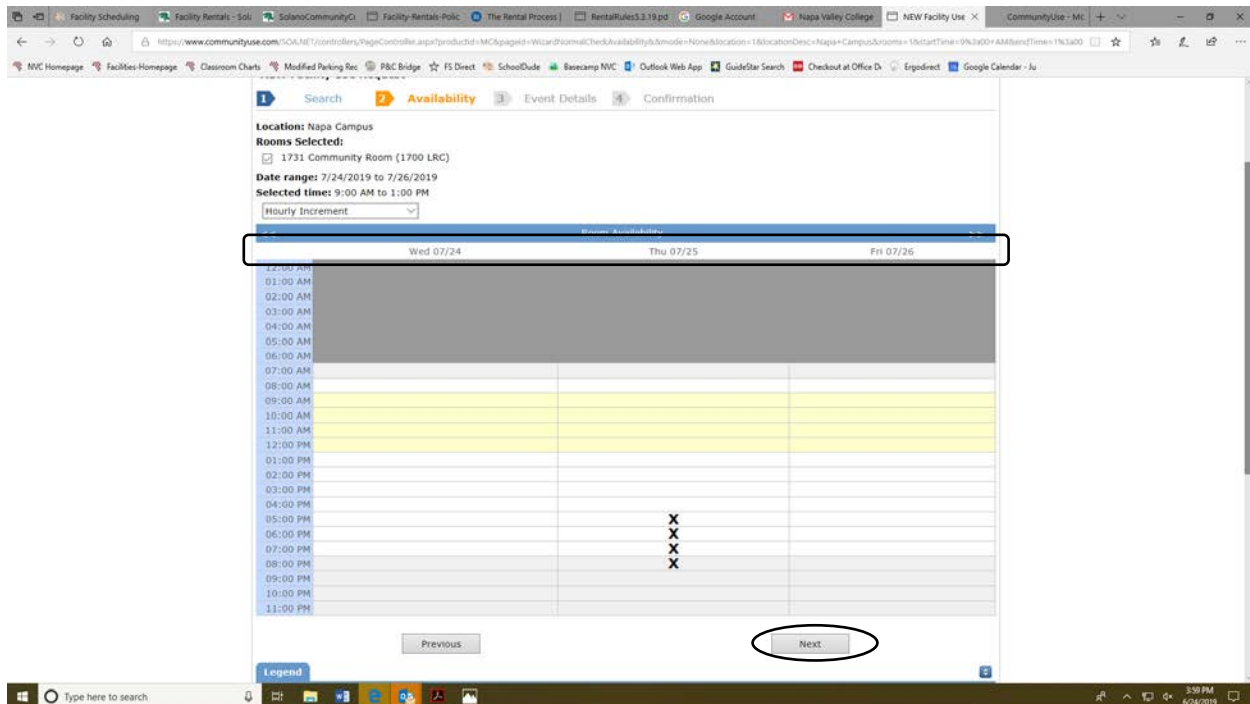
### 3. Request Facility Use



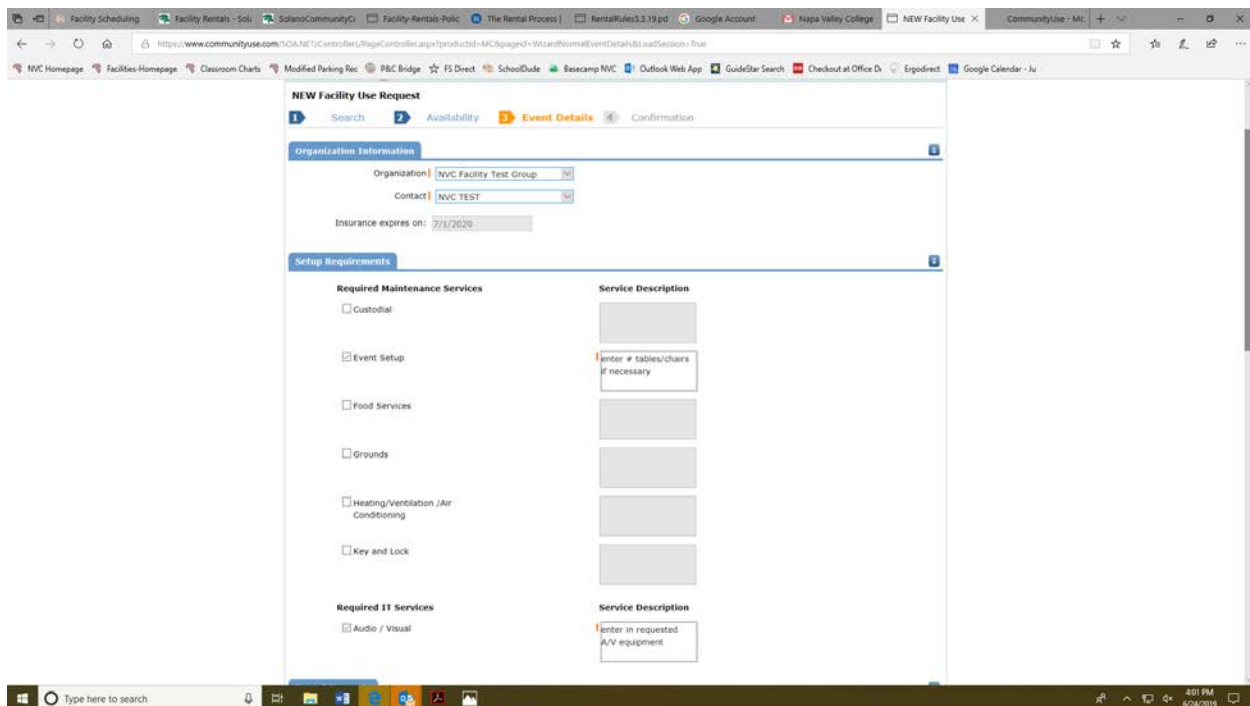
**STEP 1:** Click on the tab stating "Request Facility Use".



**STEP 2:** Choose the appropriate information related to your request. Click "Search" at the bottom of the page.

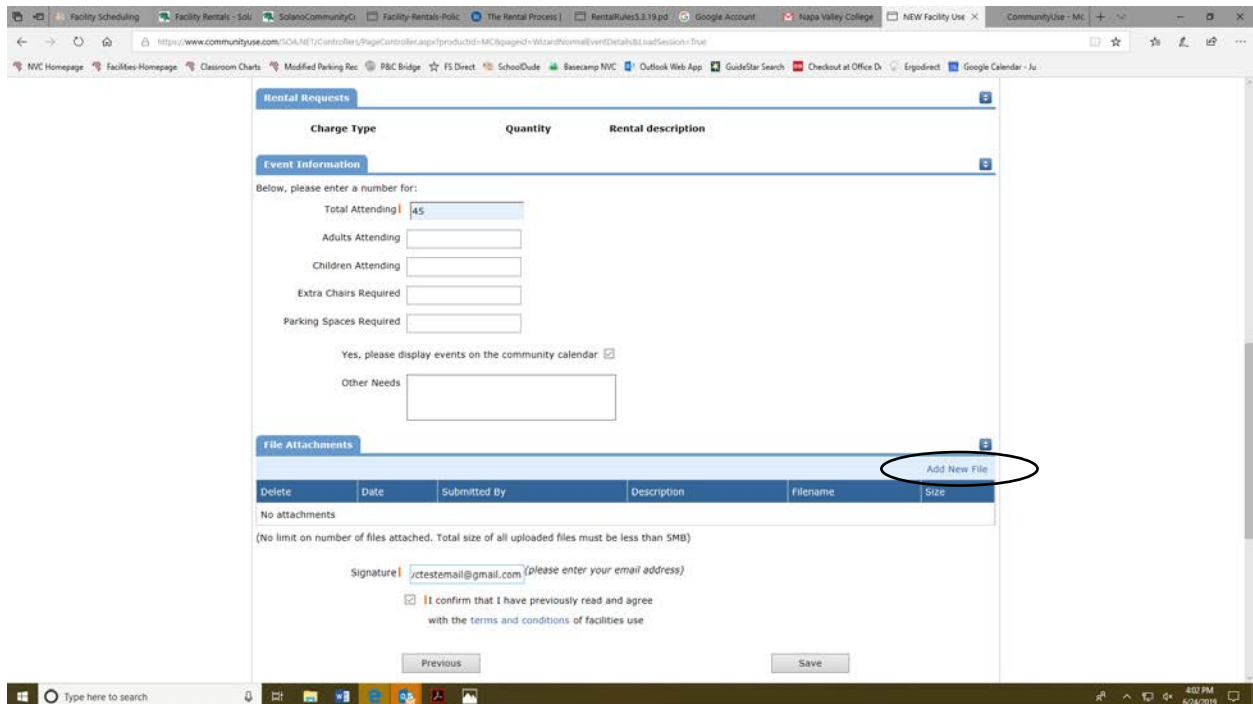


**STEP 3:** The room's availability will display on this screen. Your requested times will be highlighted in yellow. Dates are displayed at the top row. An "X" represents a time slot that is already booked. If the room is available, you may choose "Next".

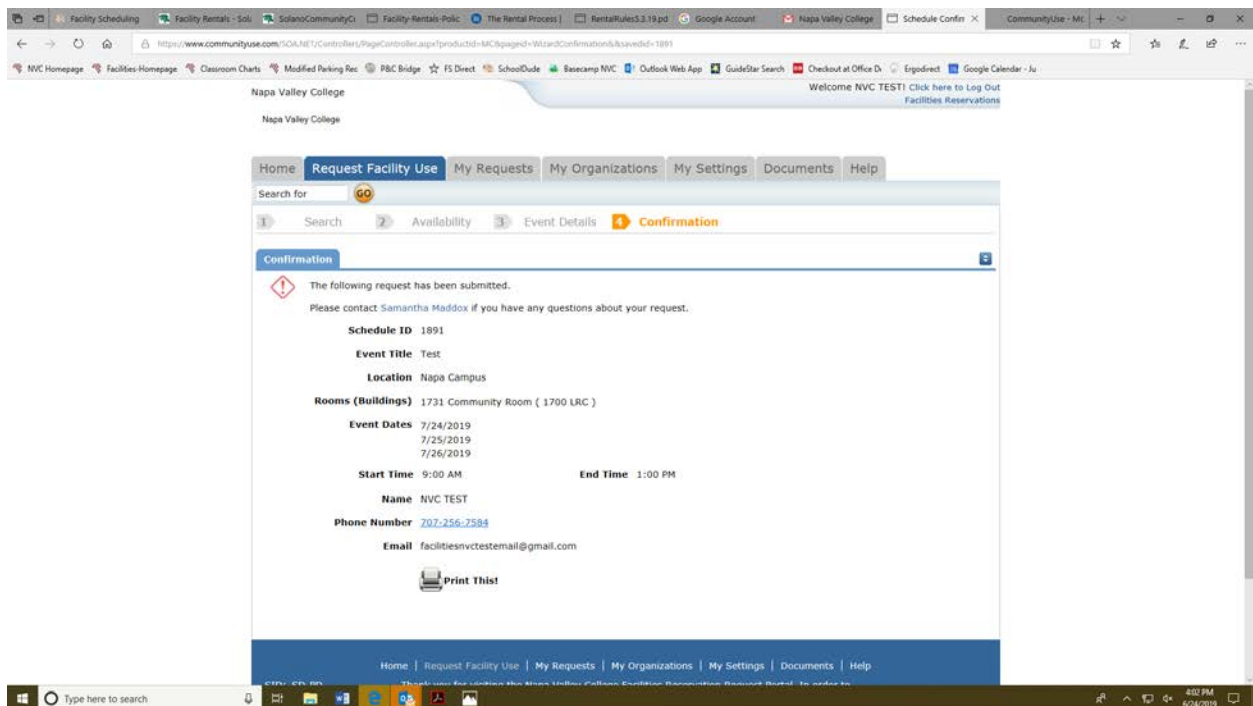


**STEP 4:** Under "set up requirements" choose the appropriate services required for your event.

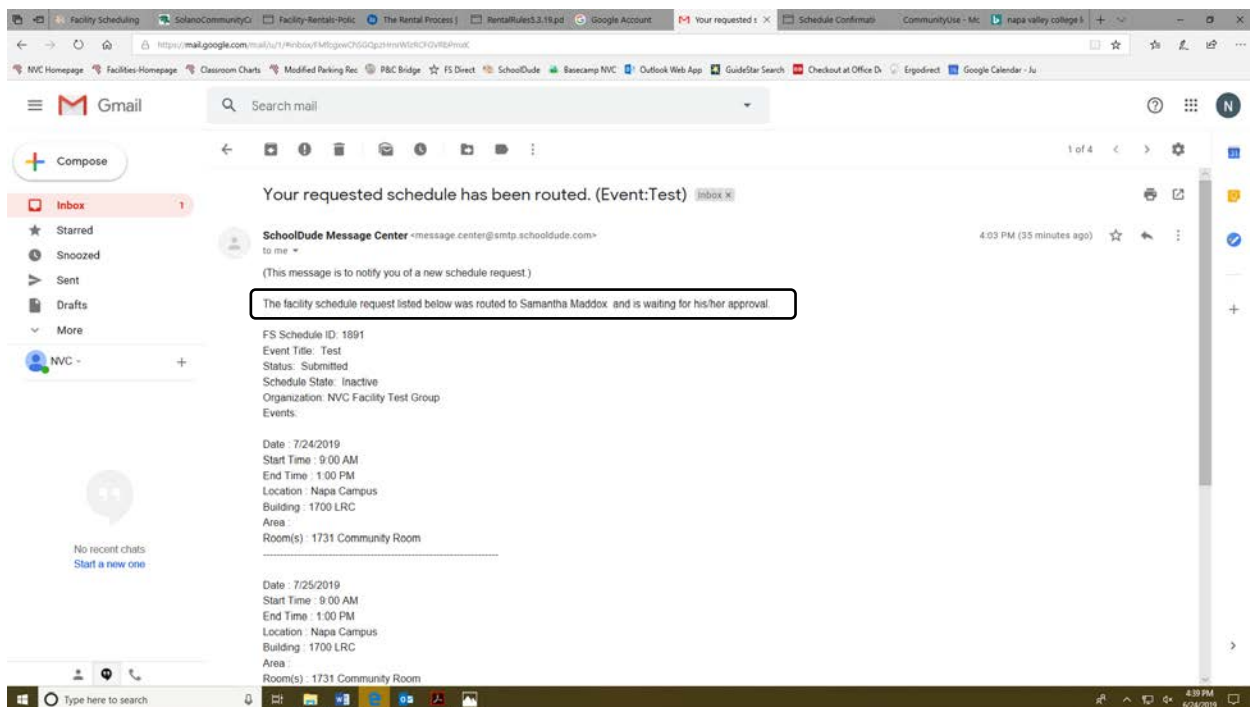




**STEP 5:** Complete the event information section. Files may be attached directly to your request or e-mailed directly to [samantha.maddox@napavalley.edu](mailto:samantha.maddox@napavalley.edu)



**STEP 6:** This is your event request confirmation.



**STEP 7:** You will receive an e-mail stating that your request was routed for approval. You will receive another e-mail when it has been approved.