

Steps to request building use as an external user.

Step 1: Go to this link:

<https://www.communityuse.com/default.asp?acctnum=1554411520>

Step 2: Click on “Log in to Request Facility Use” at upper right corner

The screenshot shows the Avon Local Schools website interface. At the top right, there is a navigation bar with the text "Welcome Guest! Log in to Request Facility Use" and a link "Click here to learn how to submit a facility use request." Below this, a red box highlights a button labeled "Click Here to set-up as a user" with a red arrow pointing to it. The main content area includes a "Calendar Filter" section with dropdown menus for "View All Organizations", "View All Locations", and "Filter Starting" (set to 8/11/2017). Below the filter is a "Month Calendar" for August 2017, showing a grid of dates with various events listed for each day, such as "Band Camp", "Volleyball Practice", and "Marching Band Rehearsal".

Step 3: Click “Create One”

The screenshot shows the Avon Local Schools website interface, specifically the login page. At the top right, there is a navigation bar with the text "Welcome Guest! Log in to Request Facility Use" and a link "Click here to learn how to submit a facility use request." Below this, a red arrow points to a button labeled "Create One" in the "Login" section. The "Login" section contains a "Don't have an account? Create One." link, followed by input fields for "Email Address" and "Password", and "Log In" and "Forgot Password?" links. At the bottom of the page, there is a footer with the text "Home | Documents | Help" and "SID: SDPDCOMWEB14 DID: 3" and a link to "Terms and Conditions".

Step 4: Agree to Terms and Conditions

Step 5: Fill in your information

The screenshot shows a web browser window with the URL <https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CreateAcctPersonalProfile>. The page is titled "Avon Local Schools" and features a navigation menu with "Home", "Documents", and "Help". A search bar is present with a "GO" button. The main content area is titled "Step 1 of 3: Personal Profile" and includes a "Registration Wizard" section with tabs for "Personal Profile", "Request Organizations", and "Confirmation". Under "Personal Profile", there is a "My Contact Settings" section with the following fields: "First Name", "Last Name", "Email Address", "Phone Number", "Cellular Phone", and "Your Address". A note below the "Your Address" field states: "Note: This is your Contact Address. You will enter the organization address on the next page." Below the contact settings is a "Password Settings" section with "Password" and "Verification" fields, and a checkbox for "Check here to remove self from all event-related email notifications." At the bottom of the form are "Save & Next" and "Cancel" buttons. A "Legend" section is also visible at the bottom of the page.

Step 6: Type in Organization Name. Make sure Organization type is External. And click Add Organization.

Step 7: Wait for confirmation. A certificate of liability will be needed to be approved. That can be e-mailed to Jane Provoznik at provoznikj@avoneagles.org at the Board Office. Once confirmed you can login to the website from step 3. Click on the link in the top right that says "Click here to learn how to submit a facility use request." This is a video with step by step instructions.

Website questions e-mail fishleighb@avoneagles.org

Facility Use in a building go directly to the building you would like to rent space.