

## **Instructions for Requesting the use of Wayne-Westland Community Schools Facility**

*These instructions are for all persons requesting the use of a Wayne-Westland Facility, including inside and outside groups. Inside groups are events within the district, such as PTO, Professional Development & school sponsored events. All other groups are considered outside groups.*

**ALL REQUESTS ARE REQUIRED TO BE SUBMITTED ONLINE 2 WEEKS PRIOR TO THE EVENT.**

1. Go to <http://www.myschoolbuilding.com>

2. Enter 480551607 (That's our organization number)

*NOTE: If your computer has been here before, it may skip step 2.*

3. Enter your e-mail address & click submit. (Please use a working e-mail as this is how you will know when your request is approved or denied)

4. If you are a new user, the system will ask you to enter some additional contact information. Complete the form and click 'Submit'.

5. **CAUTION:** The next screen is a maintenance request screen. Since you don't want to request maintenance, you'll need to go to the top of the page. Immediately under the Wayne-Westland logo on the left-hand side are several tabs. **Click on the 'Schedule Request' tab.**

6. The next screen brings you to the schedule request screen.

- If your event occurs just once or only a few times, and it's always in the same place, click the 'Normal Schedule' area.
- If your event will occur many times, but always in the same place, click the 'Recurring Schedule' area.
- If your event doesn't always occur in the same place, or at the same time, click the 'Irregular Schedule' area.

7. Enter the event tile. Please keep it short, simple, and informative. i.e. "Dance Group" is more helpful than "Miss Sarah's Studio". **Also, if you're a boy/girl scout troop, please include the troop # in the name. i.e. "Boy Scout Troop # 2534"**

8. Select a location.

9. Click on the binoculars to bring up the room selection screen. Please note that the screen only displays 15 rooms at a time...you may need to press "Next 15" or "Previous 15" to see the rest of the rooms. When you have checked all of the rooms you want, click "OK"

10. Select the desired event date(s)

11. Select start & end times for your event. **IMPORTANT: Be sure you check AM/PM AND verify that the 'duration' box does not read more than 24 hours.** Please be certain you are selecting start and end times as the system also allows you to select setup start and breakdown end times.

12. Use the ‘Check Availability’ buttons to make sure the room(s) you want is available. If you see an ‘X’ in the time slot you are trying to book your event, that room is already booked.

13. Select your organization

- All WWCS internal events should use: “WWCS (Administration, Teachers, PTO, TAPS, etc.)” This organization will always appear at the top of the list, not alphabetically.
- All other organizations should select their organization name.
- **If your organization is not listed, you need to contact the Business Office at 734-419-2048.**

14. Enter the contact information.

15. Enter your insurance, billing info, and forward a copy of your Certificate of Liability Insurance to the Business Office. The fax number is 734-595-2058.

16. Enter the approximate number of people attending, and if you have any special needs, check the box marked “Event Setup” if you have instructions for how the room needs to be setup.

17. Be certain that if you need any of the following, that you list them in the “Event Setup” box as well as the “Other Needs” box. **You must indicate these items as they are not automatically included with the room reservation.**

#### **General Equipment**

- Additional Chairs (indicate qty. needed)
- Additional Tables (indicate qty. needed)
- TV/VCR

#### **Athletic Fields**

- Concession Stands
- Athletic Field Lights
- Pressbox
- Athletic Field Sound System
- Scoreboard
- Baseball Field Lining
- Soccer Field Lining
- Football Field Lining (Middle Schools)

#### **Gymnasiums**

- Bleachers
- Scoreboard
- PA System

#### **Auditorium Equipment**

- Auditorium Sound System (+ operator)
- Auditorium Computerized Lighting system (+ operator)
- Spot Lights (+ operator)
- Orchestra Pit
- TV/VCR
- Podium
- Microphones (indicate qty. needed)
- Grand Piano
- Dressing Rooms
- Band shell
- Choral Risers
- Microphone boom stands (indicate qty. needed)
- Conductor Podium
- Music Stands (indicate qty. needed)

18. Enter the password. SY2324 (**Please Note:** The password will change every July 1<sup>st</sup>.)

19. Click “Save”.

20. You can check the status of your request by clicking the ‘My requests’ tab at the top of the page. When the page re-loads, click on “My Schedule Requests” (Just under the tab that says schedule request). This page shows you the events you have requested. You can get more information about each event (and print a copy of your request) by clicking on the magnifying glass next to the event name. Please keep in mind, your event must be labeled as “Active” to have made it through the entire approval process. All requesters will receive an e-mail notifying them when their schedule has been activated. If applicable, an invoice will follow from the business office via U.S. mail.

21. You can also see the schedule in a calendar format (along with any other events that are on the calendar) by clicking on the “Month Calendar” link near the top of the page. Additional details on events are available by clicking on the name of the event. **CAUTION:** The calendar can be set to only show events in a particular building or series of rooms. Verify what buildings/room/areas your calendar is set to display. To do so, use the pull down menus on the right hand side of the page to select a building and click the “Refresh Calendar” button.

**NOTE:** If you are an outside group, (**see top of first page for description of inside/outside groups**), you must complete and sign the building use agreement for Wayne-Westland Community Schools. A copy of that form must be submitted to the Business Office. The fax number is 734-595-2058.

For questions or concerns please call 734-419-2048.