

HOW TO SCHEDULE THE USE OF CAMPUS FACILITIES?

St. Rita uses a web-based scheduling system called CommunityUse (CU). The system will be used for submitting, processing and approving all facility requests. REQUESTS MUST BE MADE AT LEAST 10 DAYS IN ADVANCE.



INSTRUCTIONS FOR CU

Step-by-step instructions for registering and creating room reservations are located on our website under Parish Life →Facilities →Community Use.

Pages 2-9: Creating a Login for CU

To access CommunityUse (CU), you will first need to register. If you registered last year, you can skip this step. Use this link to begin the registration process:

<https://www.communityuse.com/default.asp?acctnum=549225984>.

(Login is in the top right corner of the webpage.)

Pages 10-28: Making a Facility Use Request through CU

Once you have been approved, log back in to fill out a facility request by using this link: <https://www.communityuse.com/default.asp?acctnum=549225984>. *(Login is in the top right corner of the webpage.)*

WHERE DO I FIND THE FACILITIES CALENDAR?

Each ministry will be able to access the Parish Calendar and facility requests from our website's Home page at www.stritaparish.net. Scroll down and look on the left side of the screen. Click where indicated to view the calendar.

HOW DO I NOTIFY FACILITIES OF SPECIFIC SET UP REQUESTS?

For special setups, please attach a diagram to your request when submitting a request. Alternatively, you can send an email to jbartush@stritaparish.net with the setup design layout. Please notify Joe of special requests no later than 5 days before the event. When contacting Joe, please reference the name of your organization and the date of the event for your request.

WHAT ARE THE PARISH USE POLICIES AND CLEAN UP REQUIREMENTS?

In order for a request to be approved, a signed copy of the *Parish Policies for Facilities Use* form must be on file with the Facilities team. Please email Joe Bartush at jbartush@stritaparish.net if you need to complete a form.

HOW DO I NOTIFY FACILITIES OF TECHNOLOGY REQUESTS?

Please be sure to include any technology requests (microphones, use of the screen(s) in a room, etc.) in your submission on CU. Once your event is approved, schedule a time with the Facilities team to review the needs and test your presentation on the screens BEFORE the event.

PLEASE NOTE: EVENTS MUST END BY NO LATER THAN 9 PM.

Questions? Contact Joe Bartush, Facility Setup Supervisor at 972-934-8388 x6505.