

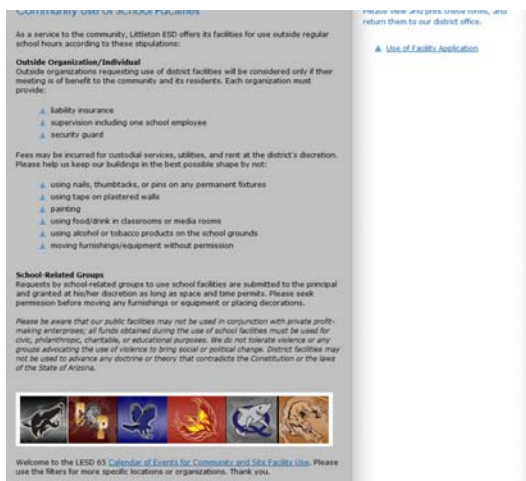
# Submit An Online Request for Use of Facilities



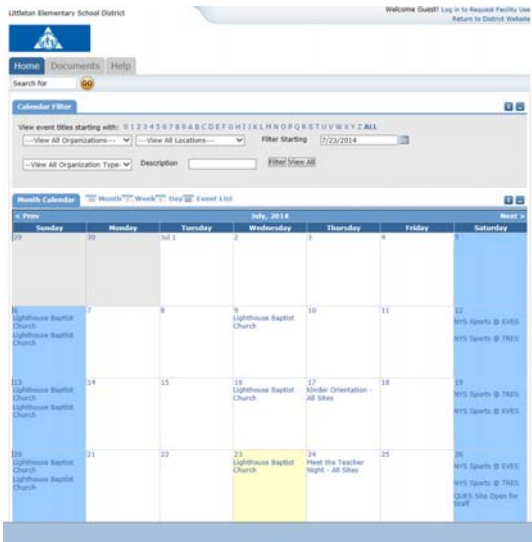
1. Go to [www.littletonaz.org](http://www.littletonaz.org)



2. Place cursor on Departments and click on Operational Services



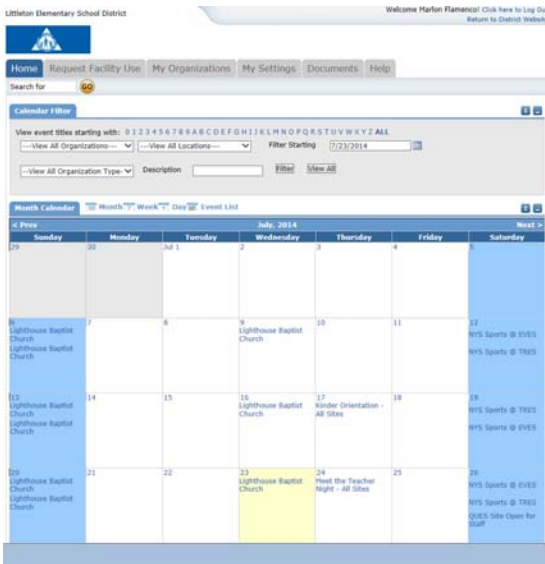
3. Scroll to the school icons and click on link below them for the “Calendar of Events for Community and Site Facility Use”.



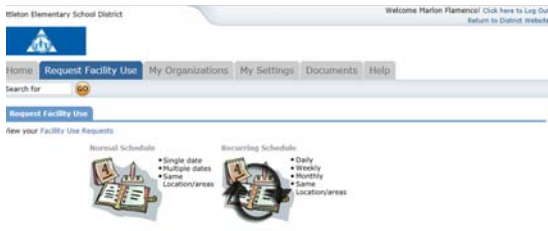
4. A screen with the calendar will pop up.
5. Click on Log in to Request Facility Use, located on the top right hand corner.



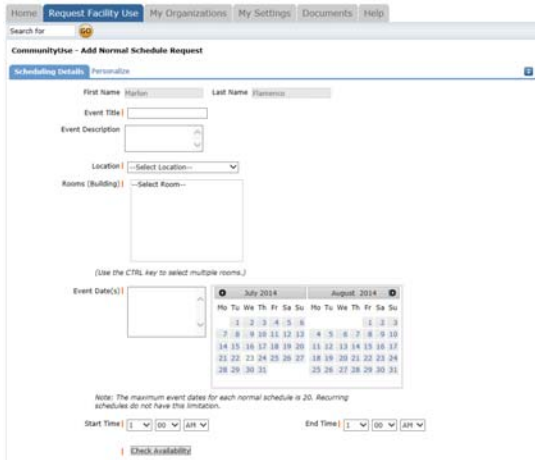
6. Enter your login information.



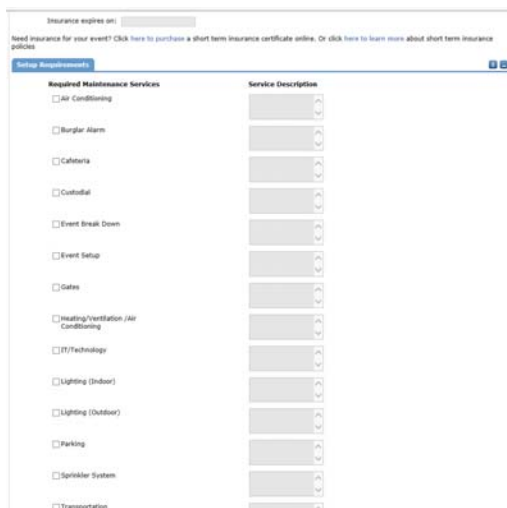
7. You will be taken back to the calendar under your account.



8. Click on the second tab “Request Facility Use”
9. You have two options:
  - a. Normal Schedule = Used for single or multiples dates for the same time and location.
  - b. Recurring Schedule = Used for Daily, Weekly or Monthly schedules with different times but same location.



10. Click on Normal Schedule to enter your request.
11. Complete all information requested.
12. Select dates needed, no more than 20 per request and needs to be within the fiscal year (i.e. 7/1/14 – 6/30/15)
13. Enter the time needed, this needs to include any setup and breakdown time.
14. Check Availability – This will show you a calendar with selected time. If you see an X in any of the areas that means it is not available.



15. Enter any needs you will have (i.e. Air conditioning, special instructions for custodial or other.) Please be as specific as you can, include date, time and location as this will create the work order for it.

**Rental Requests**

Charge Type	Quantity	Rental Description
<b>Event Information</b>		
Below, please enter a number for:		
Total Attending	<input type="text"/>	
Adults Attending	<input type="text"/>	
Children Attending	<input type="text"/>	
Extra Chairs Required	<input type="text"/>	
Parking Spaces Required	<input type="text"/>	
Yes, please display events on the community calendar <input checked="" type="checkbox"/>		
Other Needs <input type="text"/>		
Signature <input type="text"/> <small>(please enter your email address)</small>		
<input type="checkbox"/> I confirm that I have previously read and agree with the terms and conditions of facilities use		
<b>Submit</b>		

**Legend**

- Required Fields
- Insurance Expired

16. Complete Event Information

17. Sign (email address)

18. Submit

Home **Request Facility Use** My Organizations My Settings Documents Help

Search for

**Request Facility Use**

New your Facility Use Requests

Normal Schedule

- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same Location/areas

19. For a Recurring Event, click on Recurring Schedule

**CommunityUse - Add Recurring Schedule Request**

Scheduling Details Personalize

First Name  Last Name

Event Title

Event Description

Location

Rooms (Building)

(Use the CTRL key to select multiple rooms.)

Start Time  End Time

Start Recurrence

Recurrence Pattern

Daily

Weekly Recur every  week(s) on:

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Monthly

Day  of every  month(s)

The first  day of every  month(s)

End Recurrence

[Check Availability](#)

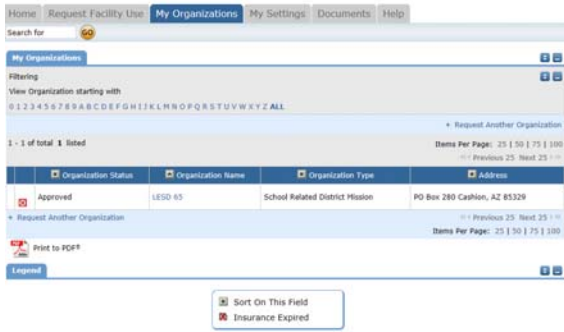
**Additional Information**

Driver's License #:

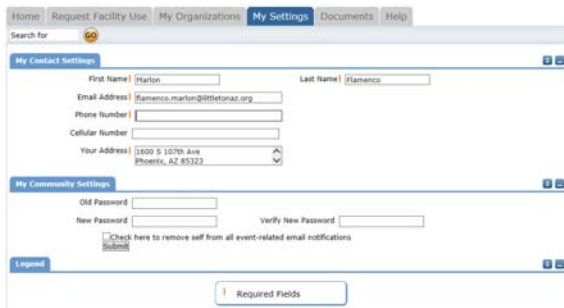
20. Complete Scheduling Details

21. Submit

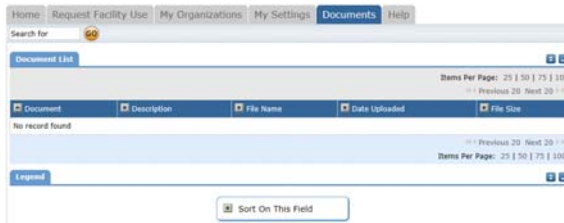
22. It will be sent to the Site for Approval



23. The “My Organization” Tab is used to see your organizations information. When you click on Organization Name, you will be able to see detailed information. Also, you will be able to see if the organization has been approved, denied or pending.



24. The “My Settings” Tab is used for your specific information, i.e. password, phone number, address. You can update your information in this tab.



25. The “Documents” Tab is for any documents that have been uploaded to the system.  
 26. Please note when your events are approved you will receive an email, but you can also always return to the calendar and see what has been approved for the day.