



Sparta Area School District is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for facility usage by following these simple steps.

- Click on this link to access the CommunityUse Calendar:
<http://www.communityuse.com/default.asp?acctnum=199526598>
- At the top of the page, click on the **Login to Request Facility Use** link.



- Click the **Create One** link to create an account and request access to submit online requests.
- After reviewing the district's Terms and Conditions, check the box to agree to the terms and click **Agree and Register**.
- Complete the Personal Profile form and click **Save & Next**.
- On the Request Organization page you can request to be an Organization Event Contact for one or more Organizations. Simply fill in the required fields and click **Add Organization**.
- Once you've added an Organization you will see the status of Pending next to the requested Organization. After you have added all the Organizations you would like to submit click **Save & Next** to continue.

	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Pending	Drama Club	Internal	123 Dude Way

- On the Confirmation page, confirm the information and click **Submit Requests**.
- You should receive email confirmation that your request has been submitted. You will receive additional notifications letting you know if your request was accepted or declined.
- Once your registration is accepted, you can return to the CommunityUse login page to enter your facility request.
- Community non-profit organizations and for profit organizations and individuals must have a current Certificate of Liability Insurance on file prior to approval of facility use requests. Please forward the certificate to snelson@spartan.org, Fax to (608) 366-3444, or mail to Business Services Office, Attn: Sarah, Sparta Area School District, 201 E Franklin St, Sparta, WI 54656. For insurance requirements, please see District Policy – Article 603.

<http://www.spartan.org/wp-content/uploads/2015/08/Article-603-Use-of-Facilities.pdf>