

**Northwest Catholic District School Board
Community Use of Schools
Steps for Booking a room in one of our Facilities**

1. Review on-line calendar for available dates. The Calendar is accessible via the following link:

<http://www.communityuse.com/default.asp?acctnum=107969252>

Verify location selected is the one you are interested in booking. Review dates and times that are available.

The calendar link is available from the Board web site and Board intranet site. Future upgrading will allow access to these links from our individual school websites.

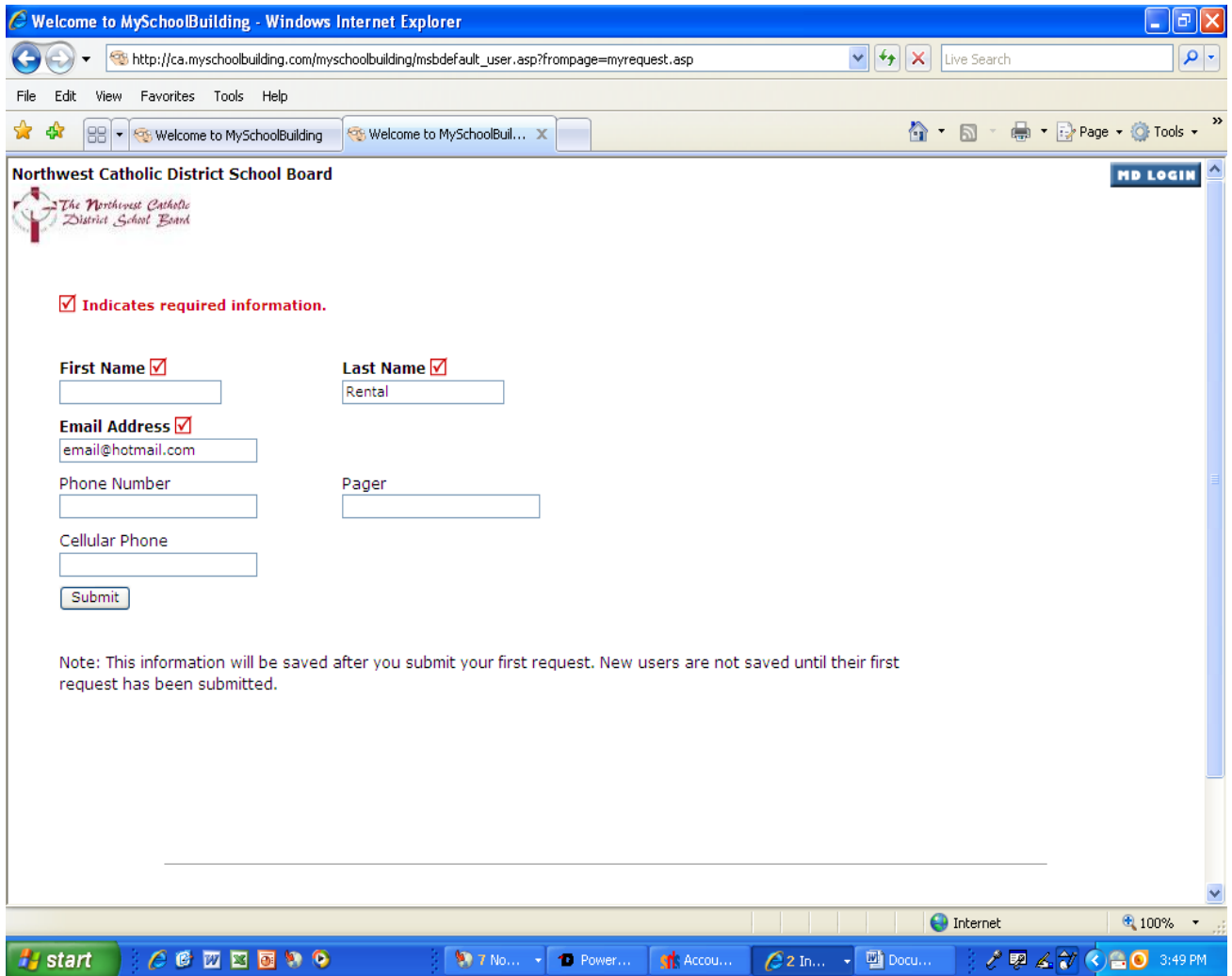
2. When you are ready to apply for the use of one of our rooms, please access the following link in order to complete the application online.

http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=107969252

Verify location selected is the one you are interested in booking.

The application link is available from the Board web site and Board intranet site. Future upgrading will allow access to these links from our individual school websites.

3. The application link will ask for an email address to be entered. If the system does not have the email address on file from a previous application, it will prompt you to enter your last name and then proceed to another screen for contact details:



Welcome to MySchoolBuilding - Windows Internet Explorer

http://ca.myschoolbuilding.com/myschoolbuilding/msbdefault_user.asp?frompage=myrequest.asp

File Edit View Favorites Tools Help

Welcome to MySchoolBuilding

Northwest Catholic District School Board

Indicates required information.

First Name

Last Name

Email Address

Phone Number

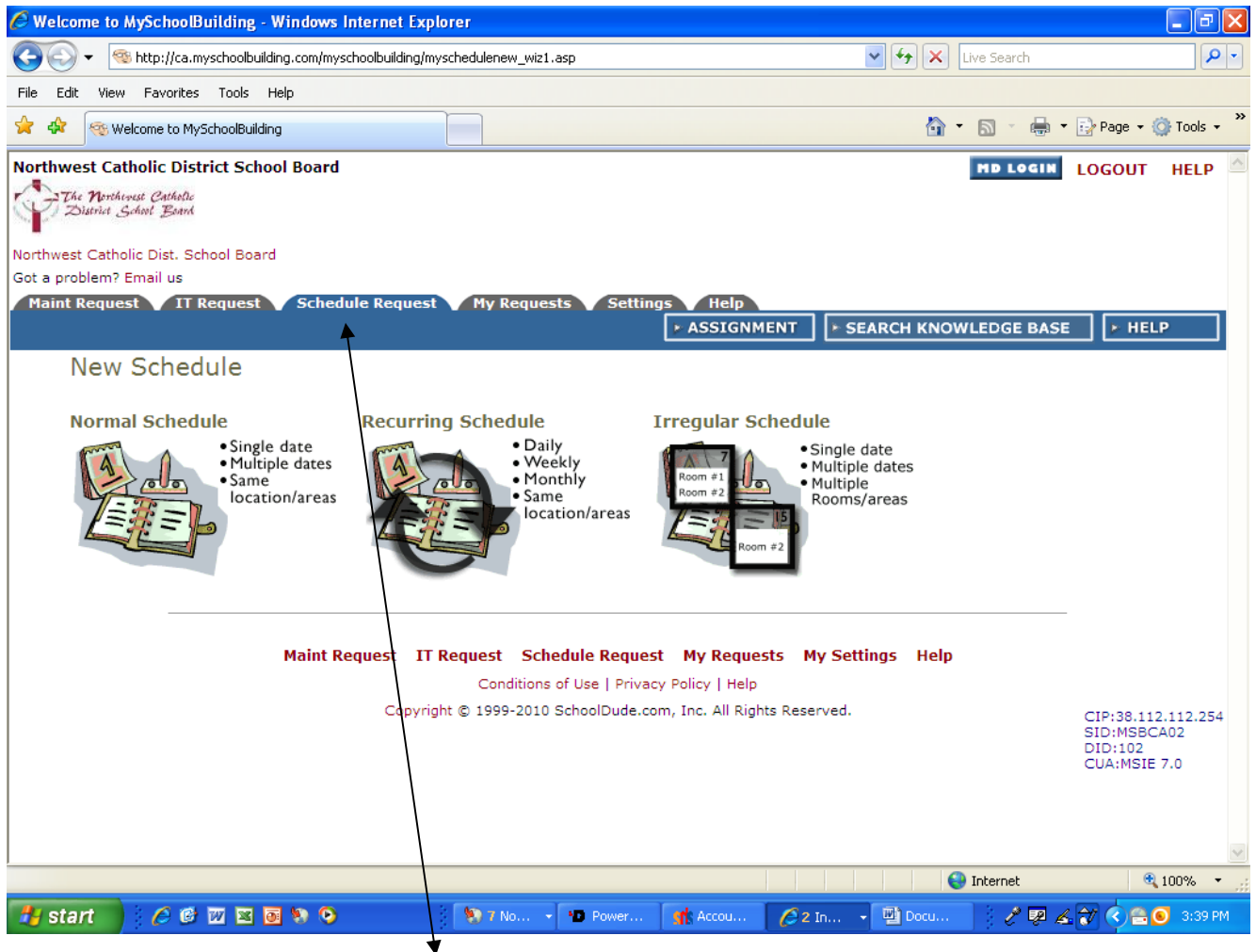
Pager

Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

start 7 No... Power... Accou... 2 In... Docu... Internet 100% 3:49 PM

4. Once this information is entered, you should see a screen similar to this:



You need to be on the "Schedule Request" tab in order to view the above options.

5. Select the type of schedule you are interested in booking. Complete the Event information requested including Title and Description. When requested, the password required will be the word: **password**. No capitals, spaces or periods.
6. Organization information is required. Please provide a contact name, phone number, email, and mailing address. Please note, the system will retain this information for more efficient entry in the future.

7. If you have insurance coverage, complete the information requested in the Insurance Information section. The Board will require a certificate from your insurance company that identifies the details of the policy and names the ***Northwest Catholic District School Board*** as holder of the certificate. This certificate can be faxed to the Dryden Board Office, 1-807-223-4014 attention: Diana Griffiths. If your organization does not have insurance coverage, there is a section after ***Setup Requirements*** to request Board covered insurance.
8. Complete the Events and Setup Requirements sections as required.
9. If you are interested in purchasing insurance or applying for Board sponsored insurance, please complete the section labeled "***Rental Requests***" Identify quantity of "1" and provide a description; example, "We would like to purchase insurance through the Board."
10. You will not be able to submit your application without completing the number attending and the breakdown. If you don't have an exact figure, please estimate the numbers.
11. Identify any other needs you wish to communicate to the Board that are not outlined in previous fields.
12. Save your application. If you missed completing a field, a message will appear at the top of the application indicating this.
13. You will receive an email advising whether or not your application was approved. If further information is required, you will receive a phone call. If you do not hear back within a 3 business days, it is advised that you call the facility you were attempting to book directly to confirm your application was received.

Sacred Heart School	737-1121
St. Joseph's School	223-5227
St. Michaels' School	274-9232
St. Francis School	274-7756
Our Lady of the Way School	483-5477
St. Patrick's School	597-2633