Welcome to the Somersworth Facility Request Portal.

Before you can request the use of a facility, you must register as a requester and be assigned to an organization.

For complete instruction on how to do this please go to the SAU56 website and click here:

Once you click here you will be brought to the Community Use Portal where you can see all public events scheduled in our facilities. You can filter by buildings, you can also filter by date.

Once here you will click on the "Log in to request Facilities":

SAU#56 Rollinsford & Somersworth

Welcome Guest! Log in to Request Facility Use
SAU 56

SAU#56 Rollinsford & Somersworth

Home | Documents | Help

Search for [ ] GO

Calendar Filter

View event titles starting with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **ALL**
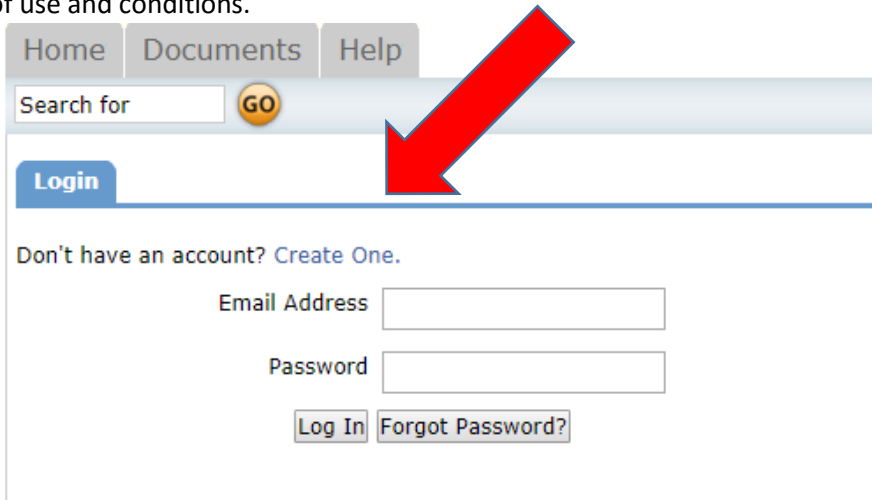
iCal

---View All Organizations--- ▼   Somersworth High School ▼   Filter Starting [11/1/2018]

--View All Organization Type- ▼   Description [ ]   Filter View All

Month Calendar 🗓 Month 🗓 Week 🗓 Day 🗓 Event List

Month Calendar

< Prev | **November 2018** | Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	Nov 1 Bridget Hart Goodwin health District Custodian meeting Admin Team meeting Football Practice RYFL Football Practice Cheer Practice Mon,Wed,Thur NHHAEF FINANICAL AIDE	2 Football Practice Football dinner RYFL Football Practice	3 Mr Bs Taekwon Do Tournament RYFL Football Practice football walk through ROSO Soccer Club Somersworth Youth Football
4 ROSO Soccer Club	5 Football Practice Cheer Practice Mon,Wed,Thur	6 IEP Meeting Staff Collaborative Time Football Practice soccer banquet open gym	7 ReNew Horace Man Ins. Retirment Presentation Football Practice Cheer Practice Mon,Wed,Thur Youth football game	8 Goodwin health Student Meeting/McTague Leadership meeting Football Practice SMS Football Film Viewing-Practice Cheer Practice Mon,Wed,Thur open gym	9 SHS National Honor Society open gym Football Practice	10 ROSO Soccer Club
11	12 Basketball Practices Cheer Practice Mon,Wed,Thur	13 Ruth testing Student Meeting/McTague	14 ReNew Basketball Practices Cheer Practice	15 Goodwin health Ruth testing Student	16 Basketball Practices soccer banquet	17 Penny Sale set up Penny Sale set up

Now you can either log in or Create an Account. If you are creating an account you must agree to the terms of use and conditions.
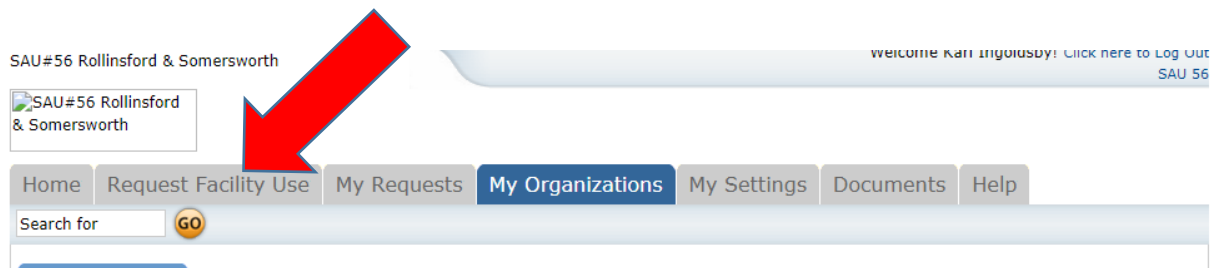

The rest is self explanatory. When you click Save & Next it will go into details about your organization. Once everything is entered the administration will either approve or deny your request and an e-mail will be sent to you.

Once you are logged in to the portal you will be able to see what organizations you are assigned to, any requests that you have entered, and will be able to Request Facility Use:

Most Events will be a single date however monthly meetings would be a recurring Schedule.

| Home | **Request Facility Use** | My Requests | My Organizations | My Settings | Documents |

Search for [GO]

Request Facility Use

View your Facility Use Requests

Normal Schedule
- Single date
- Multiple dates
- Same Location/areas

Recurring Schedule
- Daily
- Weekly
- Monthly
- Same Location/areas

You will be asked to enter the information that you want to request:

First Name [Karl]   Last Name [Ingoldsby]

Event Title | [ ]

Event Description [Catching Fish]

Location | [--Select Location-- ▼]

Rooms (Building) |
--Select Room--
Field Hockey Field(SHS Athletics)
Football Field(SHS Athletics)
HS 1F Cafeteria
HS 1F Gymnasium(SHS Athletics)
HS-102 Library
HS-110
HS-112
HS-113
Soccer Field(SHS Athletics)
Softball Field(SHS Athletics)

(Use the CTRL key to select multiple rooms.)

Event Date(s) | [12/24/2018]

◄	December 2018						January 2019						►
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time | [8 ▼] [00 ▼] [AM ▼]   End Time | [9 ▼] [00 ▼] [AM ▼]

[Search]

When you hit "Search the system checks to see if anything is scheduled during that time frame.

	Room Availability	
<<		>>
	Mon 12/24	

12:00 AM
12:30 AM
01:00 AM
01:30 AM
02:00 AM
02:30 AM
03:00 AM
03:30 AM
04:00 AM
04:30 AM
05:00 AM
05:30 AM
06:00 AM
06:30 AM
07:00 AM
07:30 AM
08:00 AM
08:30 AM
09:00 AM
09:30 AM
10:00 AM
10:30 AM
11:00 AM
11:30 AM
12:00 PM
12:30 PM
01:00 PM
01:30 PM
02:00 PM

Hit next and you will be asked for any services that you may require. Note: Some services will require fees.

☐ Equipment

☐ Event Break Down

☑ Event Setup   20 Boats with Fishing Rods and Life Jackets

☐ Food Services

☐ Gym Equipment

You must enter the Total Attending and any other needs so that we can be prepared. Entering your e-mail address is you signature and confirm you have read the terms and conditions and then hit "Save".

Event Information

Below, please enter a number for:

Total Attending |

Adults Attending

Children Attending

Extra Chairs Required

Parking Spaces Required

Yes, please display events on the community calendar ☐

Other Needs

File Attachments

Add New File

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

Signature | _____ (please enter your email address)

☐ | I confirm that I have previously read and agree
with the terms and conditions of facilities use

[Previous]   [Save]

Legend

After it is decided that there are no scheduling issues and that your insurance certificate is on-file and up to date, a decision will be made on your request.

If you have any problems, please do not hesitate to contact Karl Ingoldsby @ 692-4935 or kingoldsby@sau56.org.

Thank you for your help in making the facility request process more efficient.