

**RINGWOOD BOARD OF EDUCATION  
121 CARLETONDALE ROAD  
RINGWOOD, NEW JERSEY 07456  
TEL: 973-962-7029      FAX: 973-962-9211**

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**REQUEST FOR USE OF SCHOOL FACILITIES  
2009 – 2010 SCHOOL YEAR**

Dear Applicant,

Attached are instructions for our new Facilities Scheduling Program through **www.myschoolbuilding.com**. Please follow the attached directions to request dates, view the school calendar and print your approved event dates. You can view any school calendar in the district by selecting the school and the month/year. Please note that these activities are for **after school** use only and may not be reflected on the district web site calendar.

You **must** set up your profile on your initial visit. Once you have been set up in the system you will be able to log in under your e-mail address. **We will notify you by e-mail when your request has been approved.** You may request, view, and print dates directly from the program. If you have a change or cancellations, call the Board of Education Office at 973-962-7029.

The schools and their PTO organizations have priority over all scheduled events. In the event of a cancellation, you will be notified by e-mail and may reschedule your request. In the event that you cancel a date, please allow enough time so that others may request the date. The applicant or designate must be present during the entire requested time. Girl Scout Troops are requested to fill out a parental permission slip form for children who are staying after school and return it to the school office.

A conscientious effort will be made to accommodate all requests. Also, the securing of Special Police, if needed, and charges incurred for those services are the responsibility of your organization and may be procured by contacting the Ringwood Police Department. Please note that all groups will be required to complete a Walk-Through Release verifying the facilities have been left in satisfactory and undamaged condition.

**Please note that your Certificate of Liability Insurance must be sent to us prior to the approval of your request and must state the language noted regarding ADDITIONAL INSURED** under the attached "Statement of Policy". By using this program and requesting use of our facility you are agreeing to abide by our "Statement of Policy".

If you need any assistance with this program, please call our office at 973-962-7029 and ask for the Secretary for Building and Grounds.

Thank you.

# RINGWOOD DISTRICT SCHOOLS

## FACILITIES SCHEDULING PROCEDURE

(By submitting a request you are accepting the Board of Education Policy noted at the beginning of the program.)

### INSTRUCTIONS FOR FILLING OUT A PROFILE

(Initial Use Only)

- Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com)
- Enter the Account Number: **9649933** for the Ringwood School System
- Click **Submit**
- Enter your e-mail address
- Enter your last name
- Select Submit
- Fill in all information with Red Checked Boxes and any phone numbers (Information not made public)
- Select Submit

### TO ENTER A REQUEST

- Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com)
- If the program asks for the Account Number: **9649933** is for the Ringwood School System
- Click **Submit**
- Enter e-mail address
- Click Submit
- Select "Schedule Request" Tab
- Select Type of Request, Normal or Recurring
  - Use **Recurring** if events have **more than 20 dates (Instructions below)**
  - Use **Normal** for events **under 20 dates (Instruction on next page)**
  - **Note: Insurance Error Message:** If your insurance information is on file for the current year, ignore the error message for **dates past coverage** as this refers to insurance in the following year. Please ask your insurer to forward the new copy to us at that time.

### EXAMPLE OF RECURRING SCHEDULE:

- Enter Event Title – ex. Baseball, Brownie Troop 63
- Enter Event Description, i.e. Parents Meeting
- Skip Area
- Select Location – ex. Hewitt
- Select Rooms – ex. Field
- Select Start Time – ex. 9:00 a.m. Remember to check a.m. or p.m.
- Select End Time – ex. 4:00 p.m. Remember to check a.m. or p.m.
- Duration Field should be put in automatically according to time input
- Start Recurrence Date = Select Start Date
- If Selecting a **Recurring Event** - Select Date on Calendar for 1<sup>st</sup> day of the week requested even if it is prior to the start date. Example: Wanted Mon. through Fri. for **every other** week starting Sept. 1, 2009. You must put in Aug. 31, 2009 in order for this rotation to be correct.
- Select **Weekly** and put in **1** for Program that will occur every week (if you put in 2 you will get things scheduled for every other week)
- Select **Pattern** -Select Day or Days of Week
  - **(If times are different for Saturday programs you must finish Monday through Friday schedule and Save and go back to a new screen to enter the Saturday schedule.**
- Select End Recurrence Date – Select Date from Calendar or type in
- Select Check Availability
- Select Organization from drop down menu or enter new
- Fill in all Contact Information
- Fill in insurance information if known, forward copy of Certificate of Liability to Board of Education Office
- Skip to Password - Type "**Password**"
- Select Save
- You're done. You will receive an e-mail confirming your request and an e-mail when the request has been approved.

# RINGWOOD DISTRICT SCHOOLS FACILITIES SCHEDULING PROCEDURE

(By submitting a request you are accepting the Board of Education Policy noted at the beginning of the program.)

## EXAMPLE OF NORMAL SCHEDULE:

- Log in as above
- Select Normal Schedule
- Enter Event Title – ex. Baseball, Brownie Troop 63
- Enter Event Description, i.e. Parents Meeting
- Skip Area
- Select Location – ex. Hewitt
- Select Rooms – ex. Field
- Click on Calendar at right to select dates
- Select Start Time – ex. 9:00 a.m. Remember to check a.m. or p.m.
- Select End Time – ex. 4:00 p.m. Remember to check a.m. or p.m.
- Duration Field should be put in automatically according to time input
- Select Check Availability
- Select Organization from drop down menu or enter new
- Fill in all Contact Information
- Fill in insurance information if known, forward copy of Certificate of Liability to Board of Education Office
- Skip to Password - Type “**Password**”
- Select Save
- You’re done. You will receive an e-mail confirming your request and an e-mail when the request has been approved.

## TO VIEW A CALENDAR PAGE BY MONTH AND LOCATION

Log in to the program as follows:

- Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com)
- If the program asks for the Account Number: **9649933** is for the Ringwood School System
- Click **Submit**
- Enter your e-mail address
- Click Submit
- Select My Requests Tab
- Select My Schedule Requests
- To view a Month Calendar Page
  - Select Month Calendar
  - Select Month/Year
  - Select Location
  - Under Event Status Drop Down Menu Select - Approved Active Events
  - Select Refresh Calendar

## TO PRINT THIS MONTH VIEW OF A CALENDAR AT A SCHOOL

Continue from above:

- Select Print This Under Month/Year
- Select Calendar Report
- Select Print Now
- Select Printer Icon
- Select OK

## TO PRINT A LIST OF YOUR APPROVED DATES

Log in to the program as usual:

- Select My Requests
- Select My Schedule Requests Tab
- Scroll Down to the Event you want
- Select the Magnifying Glass next to the identification number of your Event Title
- Select Print Event for a printout of this