

## Submit A Reservation Request (External Users)

### 1. Click The Link On The Main Menu To Submit A New Request.

If you don't have a College Of The Canyons email address select the link "Submit An Event (External Users) on Screen R-1



**Facility Reservations Calendar**

Find An Event:   [Advanced Search](#)

Selected: All Locations

<< December 2018 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Today's Events 

This Week's Events 

This Month's Events 

Calendar Services

[Submit An Event \(External Users\)](#)

[Submit An Event \(Faculty And Staff\)](#)

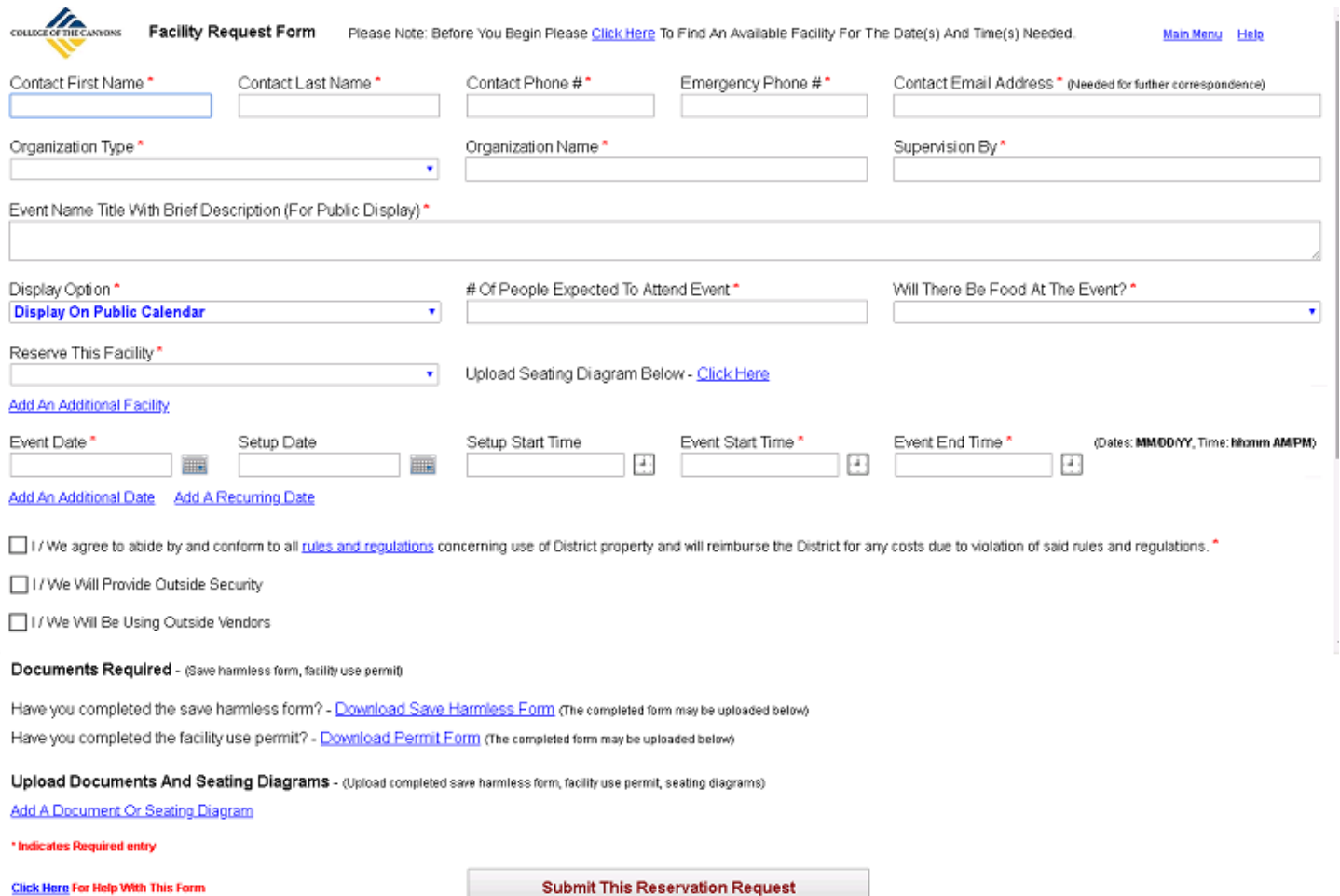
Summary View [Location View](#) [Detailed View](#) [Calendar View](#)

<< Events For Today: Sunday, December 2, 2018 >>

6:30 AM - 6:00 PM [Canyons Aquatics](#) Pool

### Screen R-1

This opens the screen below (Screen R-2)



**Facility Request Form** Please Note: Before You Begin Please [Click Here](#) To Find An Available Facility For The Date(s) And Time(s) Needed. [Main Menu](#) [Help](#)

Contact First Name \*  Contact Last Name \*  Contact Phone # \*  Emergency Phone # \*  Contact Email Address \* (Needed for further correspondence)

Organization Type \*  Organization Name \*  Supervision By \*

Event Name Title With Brief Description (For Public Display) \*

Display Option \*  # Of People Expected To Attend Event \*  Will There Be Food At The Event? \*

Reserve This Facility \*  Upload Seating Diagram Below - [Click Here](#)

[Add An Additional Facility](#)

Event Date \*  Setup Date  Setup Start Time  Event Start Time \*  Event End Time \*  (Dates: MM/DD/YY, Time: hh:mm AM/PM)

[Add An Additional Date](#) [Add A Recurring Date](#)

☐ I / We agree to abide by and conform to all [rules and regulations](#) concerning use of District property and will reimburse the District for any costs due to violation of said rules and regulations. \*

☐ I / We Will Provide Outside Security

☐ I / We Will Be Using Outside Vendors

**Documents Required** - (Save harmless form, facility use permit)

Have you completed the save harmless form? - [Download Save Harmless Form](#) (The completed form may be uploaded below)

Have you completed the facility use permit? - [Download Permit Form](#) (The completed form may be uploaded below)

**Upload Documents And Seating Diagrams** - (Upload completed save harmless form, facility use permit, seating diagrams)

[Add A Document Or Seating Diagram](#)

\* Indicates Required entry

[Click Here For Help With This Form](#)

### Screen R-2

## 2. Enter All Required Fields

Fields on Screen R-2 with a red asterisk are required. More information on selected fields below:

**Organization Type:** Select the best option that describes the organization responsible for the event. Examples: (Non-Profit, Private, Public).

**Supervision By:** Enter the person or organization responsible for the event.

**Event Name Title With Brief Description (Public Display):** This is the description of the event that will appear on all public notices of the event including the event calendar.

**Display Option:** This determines the public visibility (Description of event, contact information) of your event.

**Display On Public Calendar:** No restrictions on visibility.

**Require Campus Login To View:** Only users with a campus login can see information about your event.

**Do Not Display Anywhere:** No users may see information about your event.

**Will There Be Food At Event:** Will food or drink be allowed at the event.

**Reserve This Facility:** Select the campus location to reserve.

## 3. Selecting A Facility

Selecting a facility on Screen R-2 expands the screen depending on the facility chosen. Example: Selecting “East Gym” displays the options on Screen R-3

Reserve This Facility \*  
**East Gym** Upload Seating Diagram Below - [Click Here](#)

**East Gym Information:**  
Description: **Indoor Basketball/Volleyball Gym with**  
Built-Ins Available For Use: **Basketball Court, Volleyball Court**  
Maximum Attendance Capacity: **350**  
Note: **Athletic Representative Is Required For Non-COC Users.**  
*If a classroom is needed in addition to this facility then please contact [Angelica Franco](#) 661-259-5640 or [Nancy Mayer](#) 661-259-5474*

**Seating / Layout Setup**

<input type="checkbox"/> Lectum	<input type="text" value="0"/> 6' Tables	<input type="text" value="0"/> 5' Round Tables
<input type="checkbox"/> Stage (8'x8')	<input type="text" value="0"/> Chairs	

**Audio Visual / Computer Equipment Needed**

<input type="text" value="0"/> Microphone(s)	<input type="checkbox"/> Speaker System	<input type="checkbox"/> Scoreboard
<input type="checkbox"/> Projector	<input type="checkbox"/> Projector Screen	<input type="checkbox"/> Computer

Comments And Instructions

[Add An Additional Facility](#)

## Screen R-3

Information about the selected facility will appear below the pick list and options for what can be reserved for the facility. A diagram for seating may be uploaded in the “Upload Documents And Seating Diagrams” section (See Bottom of Screen R-2). Additional comments and instructions about your intended use of the facility can be entered in the “Comments And Instructions” section on Screen R-3.

NOTE: More than one facility can be selected for the reservation. Click the link “Add An Additional Facility” to add additional facilities.

#### 4. Select Reservation Dates And Times

On Screen R-2 enter reservation date(s) and time(s) in the boxes under the “Reserve This Facility” selection box (See Screen R-4)

Event Date *	Setup Date	Setup Start Time	Event Start Time *	Event End Time *	(Dates: MM/DD/YY, Time: hh:mm AM/PM)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<a href="#">Add An Additional Date</a>	<a href="#">Add A Recurring Date</a>				

#### Screen R-4

Enter the Event Date in MM/DD/YY format. Only enter Setup Date if it is different from the Event Date. Setup Start Time is optional. Event Start Time and Event End Time format is h:mm AM/PM. Example: 2:00 PM.

Add additional dates by clicking the “Add An Additional Date” link. This will add additional lines for data entry. Multiple dates may be entered through a wizard using the “Add A Recurring Date” link.

#### 5. Remaining Entries

The remaining entries are shown in Screen R-5

- ☐ I / We agree to abide by and conform to all [rules and regulations](#) concerning use of District property and will reimburse the District for any costs due to violation of said rules and regulations. \*
- ☐ I / We Will Provide Outside Security
- ☐ I / We Will Be Using Outside Vendors

##### Documents Required - (Save harmless form, facility use permit)

Have you completed the save harmless form? - [Download Save Harmless Form](#) (The completed form may be uploaded below)

Have you completed the facility use permit? - [Download Permit Form](#) (The completed form may be uploaded below)

##### Upload Documents And Seating Diagrams - (Upload completed save harmless form, facility use permit, seating diagrams)

[Add A Document Or Seating Diagram](#)

\* Indicates Required entry

[Click Here For Help With This Form](#)

**Submit This Reservation Request**

#### Screen R-5

The first checkbox in Screen R-5 must be checked. Check the other checkboxes only if outside security is needed or if outside vendors will be used. Checking either of these boxes expands the screen to display additional fields for entry (Screen R-6).

<input type="checkbox"/> I / We agree to abide by and conform to all <a href="#">rules and regulations</a> concerning use of District property and will reimburse the District for any costs due to violation of said rules and regulations. *			
<input checked="" type="checkbox"/> I / We Will Provide Outside Security	Security Contact Name *	Security Contact Phone # *	Security Contact Email
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> I / We Will Be Using Outside Vendors			
Vendor Name *	Vendor Contact Person *	Vendor Phone # *	Vendor Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor Service Provided *	Delivery Time	Pickup Time	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<a href="#">Add An Additional Vendor</a>			

#### Screen R-6

Additional vendors can be entered by clicking the link “Add An Additional Vendor”. Delivery Time And Pickup Time are in h:mm AM/PM format (Example: 2:00 PM).

## 6. Uploading Documents And Diagrams

Upload the Save Harmless Form, Facility Use Permit, Seating Diagrams, or and other documents by clicking the link “Add A Document Or Seating Document” on Screen R-2. This opens Screen R-7.

**COLLEGE OF THE CANYONS Facility Request Form**

For 's Request Location(s): East Gym

**Upload A Document Or Seating Diagram To Reservation**

File:  No file chosen

File Description

Is This A Seating Layout?

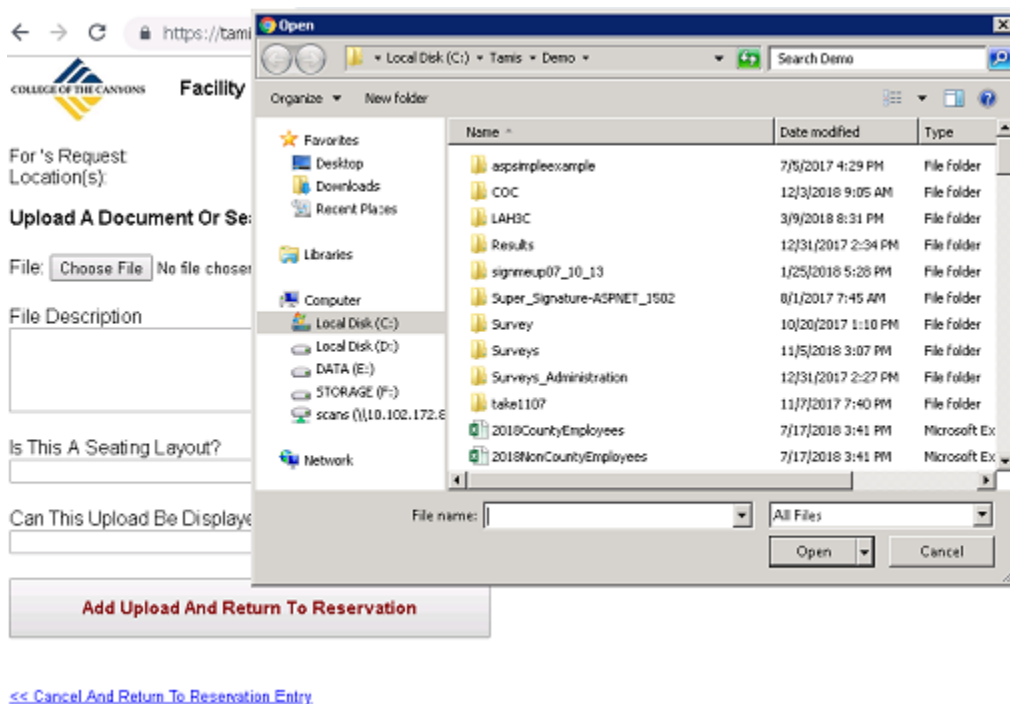
Can This Upload Be Displayed To The Public?

**Add Upload And Return To Reservation**

[<< Cancel And Return To Reservation Entry](#)

### Screen R-7

To include a document from your PC click the “Choose File” button to open the dialog window in Screen R-8. This dialog window allows a user to browse their PC for a file to upload.



### Screen R-8

Select a file to upload and complete the remaining fields on Screen R-7 to produce a result as in Screen R-9. Please indicate if the upload is a seating layout and if is acceptable to have the upload available for download from the public calendar.

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 **Facility Request Form**

For 's Request  
Location(s):

**Upload A Document Or Seating Diagram To Reservation**

File:  2018County...oyees.xlsx

File Description  

This is test document

Is This A Seating Layout?  

No

Can This Upload Be Displayed To The Public?  

Yes

**Add Upload And Return To Reservation**


[<< Cancel And Return To Reservation Entry](#)

### Screen R-9

#### 7. Submit Your Reservation Request

Press the “Submit This Reservation Request” button on Screen R-2 when all required fields are completed. If your reservation request either conflicts with an existing reservation or conflicts with a pending reservation (Unapproved, but submitted earlier) Screen R-10 will open.

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 **Facility Request Form** [Return To Home Page](#)

**WARNING: This reservation request conflicts with an existing reservation.**  
**To view the reservation calendar [click here](#). You may still submit this request, but at this time our office will have difficulty satisfying this request. Options below:**

**1. To edit your request [click here](#).**  
**2. To search again for an available time [click here](#).**  
**3. Submit the request as it is (Click The Button Below).**

**Click Here To Submit Your Reservation Request**

### Screen R-10

A request may still be submitted if there are conflicts. Our office will try to resolve the conflict and find suitable accommodation for all events. To submit a request with conflicts press the “Click Here To Submit Your Reservation Request” button on Screen R-10. Screen R-11 will open.

If there are no conflicts the request will be submitted and Screen R-11 will open directly.

An email with a link to the request will be sent to the email address entered on the reservation request.



Thank You. Your reservation request has been sent to our office for review. PLEASE NOTE: This request does not guarantee reservation of the facilities for the date(s) and time(s) requested. Our office will notify you with any information regarding the status of this request.

## Reservation Request # 56

Contact First Name *	Contact Last Name *	Contact Phone # *	Emergency Phone # *	Contact Email Address * (Needed for further correspondence)
John	Smith	555-555-5555	555-555-5555	tamis99@roadrunner.com
Organization Type *	Organization Name *	Supervision By *		
Internal	ACME	ACME		
Event Name Title With Brief Description (For Public Display) *				
Test Event				
Display Option *	# Of People Expected To Attend Event *	Will There Be Food At The Event? *		
Display On Public Calendar	10	No		
Reserve This Facility *				
Pool				
<b>Pool Information:</b> Description: Indoor Pool with bleacher seating, high and low diving boards Built-ins Available For Use: Pool, Bleachers, High diving Board, Low diving Board Maximum Attendance Capacity: 450				
Comments And Instructions				

Event Date *	Setup Date	Setup Start Time	Event Start Time *	Event End Time *	(Dates: MM/DD/YY, Time: h:mm AM/PM)
12/3/2018	12/3/2018	3:00 PM	3:00 PM	4:00 PM	

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☐ I / We Will Provide Outside Security

☐ I / We Will Be Using Outside Vendors

**Upload Documents / Diagrams** - (Upload completed save harmless form, facility use permit, seating diagrams)

\* Indicates Required entry