

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

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				

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

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

Today's Events 

This Week's Events 

This Month's Events 

Calendar Services

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

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

Find An Event: [Advanced Search](#)

Summary View

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](#)

[Display On Public Calendar](#)

Contact First Name *

Organization Type *

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

Contact Last Name *

Organization Name *

Will There Be Food At The Event? *

Contact Phone # *

Emergency Phone # *

Supervision By *

Contact Email Address * (Needed for further correspondence)

Display Option *

Reserve This Facility *

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

Of People Expected To Attend Event *

Upload Seating Diagram Below - [Click Here](#)

Event Date *

Setup Date

Event Start Time *

Event End Time *

(Dates: **MMDDYY**, Time: **hhmm AM/PM**)

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*
 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: 360
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"/> Lecturn	<input type="checkbox"/> 8' Tables 0	<input type="checkbox"/> 5' Round Tables 0
<input type="checkbox"/> Stage (8'x8')	<input type="checkbox"/> Chairs 0	

Audio Visual / Computer Equipment Needed

<input checked="" type="checkbox"/> 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)

The screenshot shows a form with several input fields for dates and times. At the top, there are four text input fields: 'Event Date *' with a calendar icon, 'Setup Date' with a calendar icon, 'Setup Start Time' with a time picker icon, and 'Event Start Time *' with a time picker icon. Below these are two more text input fields: 'Event End Time *' with a time picker icon and a note '(Dates: MM/DD/YY, Time: hh:mm AM/PM)'. At the bottom of the form are two links: 'Add An Additional Date' and 'Add A Recurring Date'.

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

The screenshot shows a form with several checkboxes and links. At the top are three checkboxes: '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.' (marked with an asterisk), 'I / We Will Provide Outside Security', and 'I / We Will Be Using Outside Vendors'. Below these are two links: 'Documents Required - (Save harmless form, facility use permit)' and 'Upload Documents And Seating Diagrams - (Upload completed save harmless form, facility use permit, seating diagrams)'. Under 'Upload Documents And Seating Diagrams', there is a link 'Add A Document Or Seating Diagram'. At the bottom left is a link 'Click Here For Help With This Form' and at the bottom right is a large red button '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).

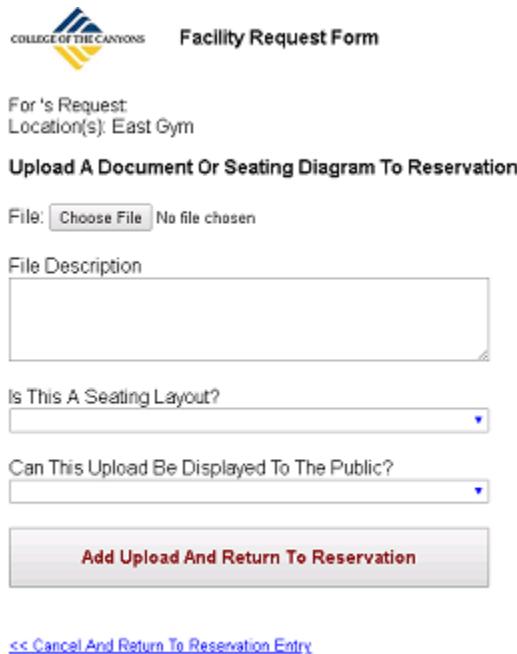
The screenshot shows a form with several input fields for vendor information. At the top, there are three checkboxes: 'I / We agree to abide by and conform to all [rules and regulations](#) concerning use of District property and will reimburse the District for any costs due to violation of said rules and regulations.' (marked with an asterisk), 'I / We Will Provide Outside Security', and 'I / We Will Be Using Outside Vendors'. Below these are four input fields: 'Security Contact Name *' with a text input field, 'Security Contact Phone #' with a text input field, 'Security Contact Email' with a text input field, 'Vendor Name *' with a text input field, 'Vendor Contact Person *' with a text input field, 'Vendor Phone #' with a text input field, and 'Vendor Email Address' with a text input field. At the bottom left is a link 'Add An Additional Vendor' and at the bottom right are two time input fields: 'Delivery Time' and 'Pickup Time'.

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?

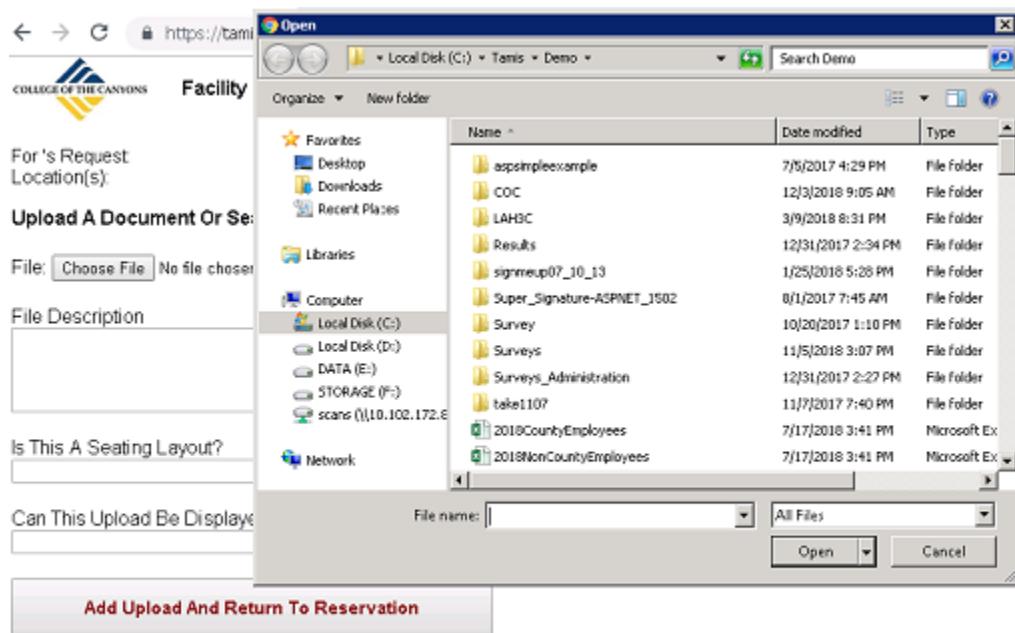
Can This Upload Be Displayed To The Public?

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.



COLLEGE OF THE CANYONS Facility

For's Request
Location(s):

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

Open https://tamis.collegiatehosting.com

Local Disk (C:) \ Tamis \ Demo \ Search Demo

Name	Date modified	Type
aspimpleexample	7/5/2017 4:29 PM	File Folder
COC	12/3/2018 9:05 AM	File Folder
LAHBC	3/9/2018 8:31 PM	File Folder
Results	12/31/2017 2:34 PM	File folder
signmeup07_10_13	1/25/2018 5:28 PM	File Folder
Super_Signature-ASPNET_1502	8/1/2017 7:45 AM	File Folder
Survey	10/20/2017 1:10 PM	File Folder
Surveys	11/5/2018 3:07 PM	File folder
Surveys_Administration	12/31/2017 2:27 PM	File folder
take1107	11/7/2017 7:40 PM	File folder
2018CountyEmployees	7/17/2018 3:41 PM	Microsoft Excel
2018NonCountyEmployees	7/17/2018 3:41 PM	Microsoft Excel

File name: All Files

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

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.



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.



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)

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 *

Pool Information: 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: hh:mm AM/PM)

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

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

* Indicates Required entry

Screen R-11