



Requesting a Facility

Quick Start Guide

Requesting a facility is easy. Simply search by facility or activity type and browse the search results. Create a reservation request with dates and times, then checkout. Fill out the application, payment info and submit.

Fees presented during checkout are calculated per the Facility Owner Organization's policy for the particular rate schedule, time and date of a request. These estimates may include services not specifically requested (but required) - such as custodial or utilities. All fees are reviewed by the Facility Owner Organizations at the time of approval and can be changed by the facility administrator. Adjustments will be reflected at the time of approval.

1

Create Account

Create an account at Facilitron (if you don't have one already) and verify it through an email sent to your email address.

Create Account

New Partner

Organization name

Email address

First name

Last name

Phone

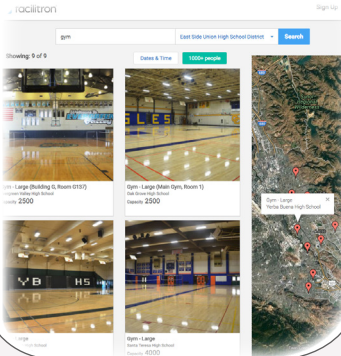
By clicking "Create Account" I agree to Facilitron's Terms and Conditions and Privacy Policy.

CREATE ACCOUNT

2

Search Facilities

Enter facility or activity type and click "Search" to browse for available facilities. Click on a specific facility to view details.



3

Select and Add Times

Browse options, then select a facility and choose time slots according to availability. Click "Add" to add event to your shopping cart.

Finalize Date & Time Selection

Start Time: 7:00 PM, End Time: 10:00 PM

AM 12 1 2 3 4 5 00 05 10

6 7 8 9 10 11 15 20 25

PM 12 1 2 3 4 5 30 35 40

6 7 8 9 10 11 45 50 55

APPLY

4

Build Reservation

Continue to add other facilities or dates and times to build your reservation then proceed to checkout.

Shopping Cart

Basketball Courts (Outdoor)

Sep 23, 2015 3:30 PM - 5:00 PM

Main Gym

Sep 25, 2015 3:30 PM - 6:00 PM

Sep 27, 2015 4:00 PM - 6:00 PM

Sep 29, 2015 4:00 PM - 6:00 PM

Checkout

or select another facility

5

Complete Application

Answer questions about your event including insurance and additional services or equipment. Then agree to the terms and conditions.

Event Insurance

This facility requires event liability insurance. (view insurance requirements)

Would you like to purchase event liability insurance?

\$50.00

Optional Services & Equipment

Gym - Large

6 ft table \$10.00 / per unit

Bleachers Out \$30.00

Folding chairs \$5.00 / per unit

Stage \$300.00

6

Review and Submit

Review estimated charges, enter payment info (if due) and click "Submit." Your request is then submitted and awaiting approval.

Order Summary

Payable upon Approval

Custodial Staff \$0.00

Restroom Fee \$5.00

6 ft table \$10.00

Bleachers Out \$30.00

Large Gym Utilities \$15.00

Gym - Large \$600.00

Service Fee \$33.00

Liability Insurance \$743.00

Total \$0.00

Due Now: \$0.00

My dates and times are flexible

Submit

Requests are subject to approval by the Facility Owner Organization and other terms and conditions before a use permit is issued. For more support articles, videos and FAQs, visit our support site at <https://support.facilitron.com>