Facilities Reservations Manager

Facilities Reservations: Centralize the info, distribute the control

Shared facilities reservations calendar

- Facilities Reservations Manager allows faculty and staff to coordinate room and other resource reservations online.
- Available to all from anywhere.
- Different people can be in charge of different facilities. Coach can control the gym and playing fields, librarian can control the library rooms.
- Users can browse through current reservations on a calendar display.
- Look for an available resource among several possibilities.

Prevent scheduling conflicts

- System automatically checks for conflicts
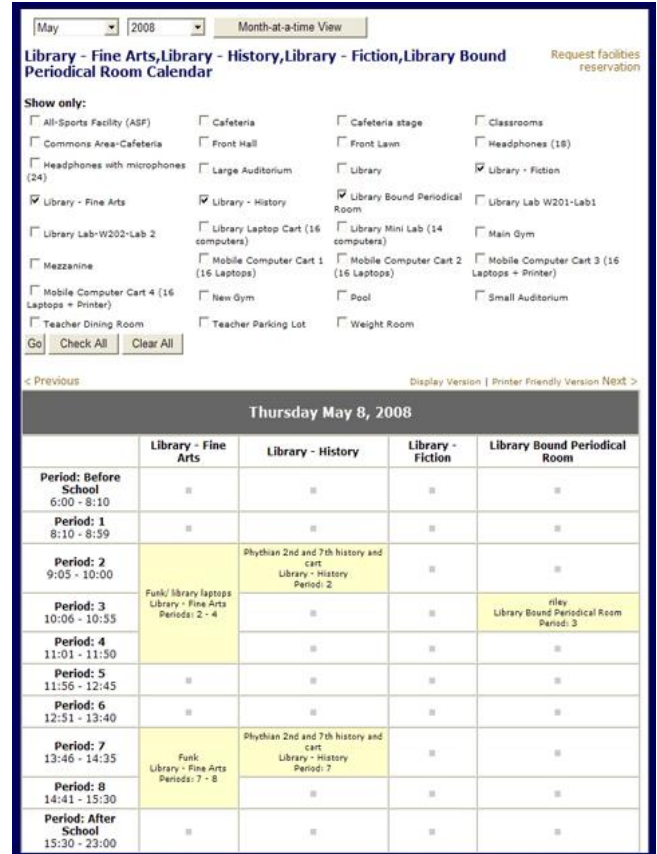- Prevents the reservation request if conflicts exist.

Automatic notification

- Person responsible for the requested resource is notified of the request by email and can choose to confirm the reservation.
- The requestor is automatically notified by email of the confirmation.

Month-at-a-time and day-at-a-time views

- Day-at-a-time view clearly shows which facilities are available when.
- User can click on an available space to make a reservation.

Flexible reservations

- Request reservations by time or by school period.
- Reservations can be of any duration.
- Reservation can be for a single event or recurring events.