facilitron®

Renting a Facility

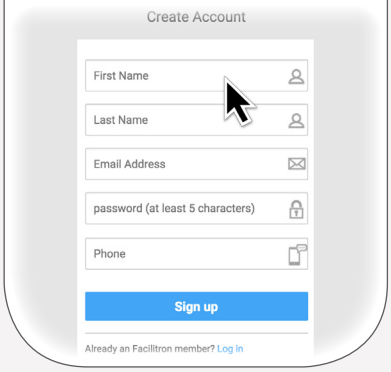
Quick Start Guide

Renting a facility is easy. Simply search by facility or activity type, select the date and browse the search results. Create a single or multi-event reservation and checkout. Fill out the application and payment and submit.

A single Facilitron account allows you to represent yourself or other organizations. After your account is created, you can set up an organization you want to represent (e.g., a soccer team), or you may be added as a user to an organization that is already setup, so that you too can submit reservations on its behalf.

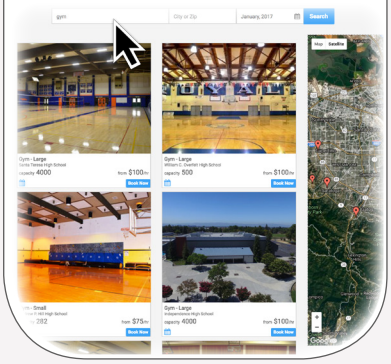
1 Create Account

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



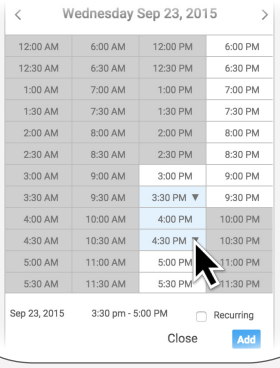
2 Search Facilities

Enter activity or facility type, the desired date, and click "Search" to browse for available facilities.



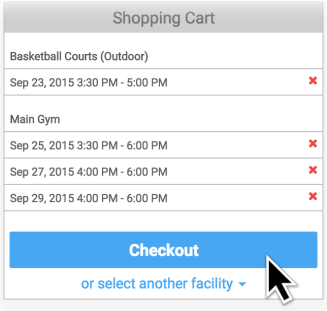
3 Select and Add Times

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



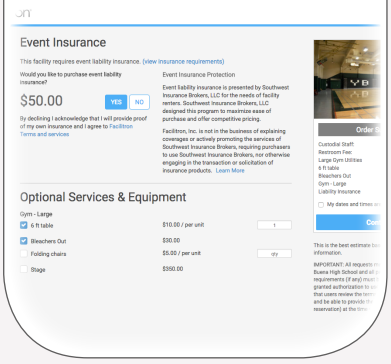
4 Build Reservation

Continue to add other facilities or dates and times to build a multi-facility, multi-day reservation then proceed to checkout.



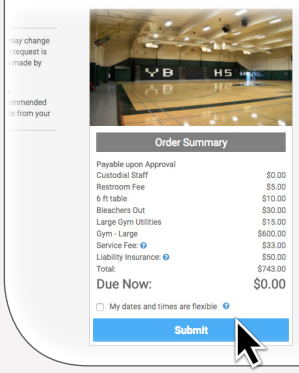
5 Complete Application

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



6 Review and Submit

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



Most facilities require that liability insurance is provided for each event and submitted before the event will be approved. For users without insurance coverage, Facilitron can conveniently provide optional coverage through our insurance provider at affordable pricing based on type of event and number of participants and/or spectators.