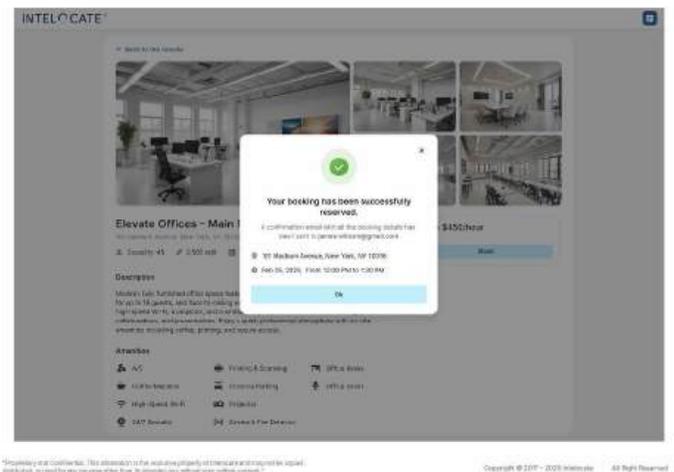
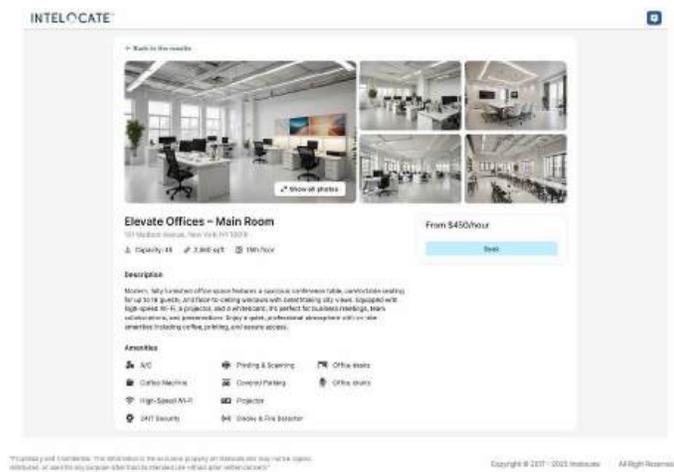
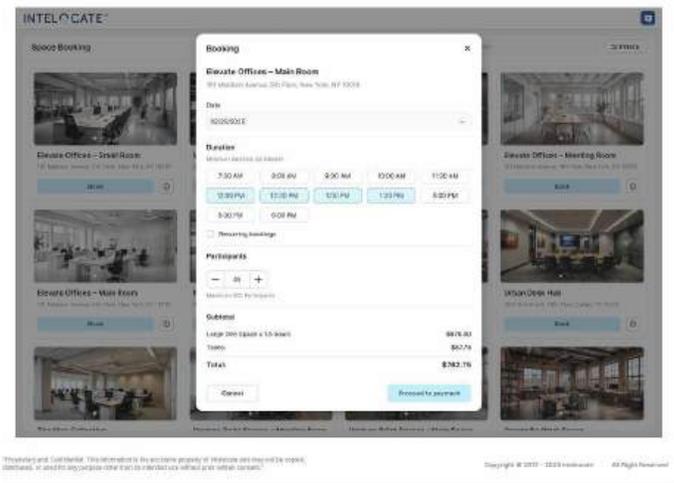
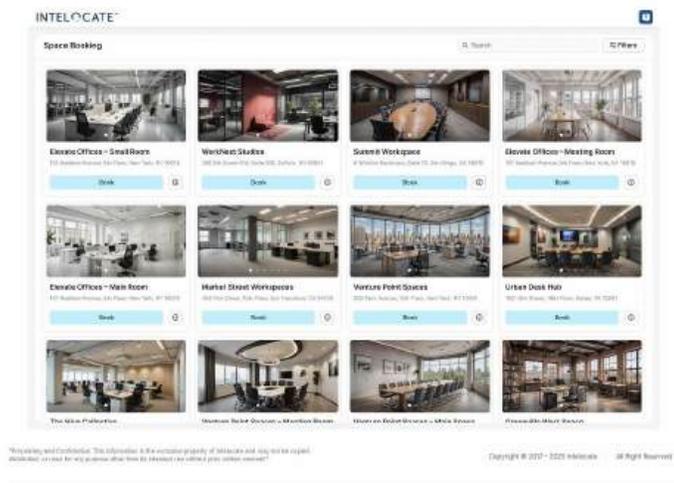


Centralized Facility Booking & Space Reservation System

Streamline how internal teams and outside vendors reserve and manage access to shared locations and resources.

The Intelocate facility booking tool offers a streamlined way for schools and libraries to generate additional revenue by renting out their facilities. This system integrates the entire booking process, moving away from fragmented methods like manual Excel sheets or disparate existing tools. This level of detail and integrated communication empowers administrators to efficiently manage approvals, resolve queries, and maintain clear records of all interactions related to facility rentals, ultimately streamlining the entire process. This level of granular control over offerings and pricing ensures that schools and libraries can precisely tailor their rental packages to demand, recover costs for additional resources, and create new revenue streams by monetizing every valuable asset and service they can provide.



Space Booking and Reservation Functionality

Using the Intelocate Facility Booking Tool

- 1. Access & Filter Facilities:** Users access a comprehensive list of all bookable facilities (at a school or library). They can then filter options by specific needs, such as capacity, amenities (e.g., projectors), or facility type (e.g., gymnasium).
- 2. View Detailed Information:** Selecting a facility reveals all key details for an informed decision
 - Capacity and sizing
 - Pictures of the location
 - Default amenities included
 - Usage rules or restrictions
- 3. Check Availability & Book:** If the facility meets the user's requirements, the system displays the closest available dates for booking.
- 4. Schedule Recurring Events:** A key feature, similar to Outlook, allows users to set up multiple bookings at once (e.g., "two times a week or two times a month"), eliminating the need to individually book each session.

Advanced Customization & Revenue Generation

Intelocate moves beyond basic rental by allowing schools and libraries to maximize revenue and cater to specific needs.

- 1. Select Add-On Amenities:** Users can select extra amenities beyond the default offerings. Examples include projectors for presentations or "Theater-style tables" to create an "on-stage" experience.
- 2. Automatic Cost Calculation:** As add-ons are selected, the system automatically calculates and displays the total cost, ensuring full transparency for the user.
- 3. Powerful Admin Customization (Revenue Tool):** This feature empowers facility owners (schools/libraries) to generate additional revenue. Administrators can define and charge for virtually any additional service or setup, such as:
 - Special table arrangements
 - On-site technical support
 - Specific custodial services or clean-up
 - Staff time for setup or supervision

Administrator View: Managing & Approving Bookings

This perspective highlights the communication and oversight tools for administrators.

- 1. Notification and Visibility:** Administrators have a complete overview of all pending booking requests (e.g., "school gymnasium is up for booking").
- 2. Centralized Communication Log:** A key feature logs all conversations related to a specific booking directly within the system. This eliminates digging through separate email threads to see the dialogue between staff and the requester (e.g., "Julie," the dance teacher).
- 3. Seamless External Email Integration:** Intelocate's robust functionality automatically pulls replies from an external user's regular email client (like Julie's) back into the system's conversation log. This ensures all communication remains centralized and accessible.
- 4. Set Response Timeframes:** Administrators can set internal expectations for response times (e.g., "24 hours, 48 hours") to manage workflows and ensure timely communication with requesters.