

Custom Open Submission Form

Our Open Submission Form is a fully customizable tool that lets parents, staff, or vendors submit inquiries directly into Intelocate — eliminating the need for tools like Google Forms or email. Add custom fields, enable photo/video uploads, and even allow anonymous submissions.

A great example: place a QR code in a bathroom so staff can easily and discreetly report issues. Submissions are instantly turned into tasks or projects and routed to the right person based on your workflows — all within one centralized platform to keep things organized and actionable.

Facility Issue Submission Form

If you're renting space at Springfield Elementary School and have encountered an issue, please use this form to let us know. Your report will help us address the situation promptly and maintain a safe, functional environment for all facility users.

When you submit this form, you help us:

- Respond faster:** Accurate details allow us to route your request to the right department immediately.
- Ensure safety and comfort:** Reporting issues helps us keep all facilities in good working condition.
- Improve communication:** Each submission helps us refine our support for community partners and renters.

Personal Information

First name* Last name*

Email* Phone number*

Your email may be verified upon submission.

Location

Submission category*

Cleaning / Sanitation issue
 Damaged furniture
 Electrical or lighting problem
 Heating / cooling issue
 Plumbing or water leak
 Safety or access concern
 Noise or disturbance
 Other

Form*

How does this issue affect your use of the facility?*

The room was not ready for use
 The issue caused a delay or scheduling problem

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