

Set Up and Manage Facilities

Facilities are locations where organizations and individuals hold events. Examples include classrooms, the chapel, the kitchen, the gym, and so on.

Adding a Facility

You can add a single facility, or you can set up a large facility group and create subgroups for individual facilities.

1. On the Information tab, click **Facilities**.
2. At the top, click **Add Fac**.
3. Enter the name of the facility or group.
4. Enter an abbreviation of the facility name. This prints on calendars and reports to save space.
5. Enter any remarks about the facility, if necessary.
6. If the facility is located at your organization's address (as it is entered in the License Information window), select **Use Default Address**. Otherwise, enter the facility's address. Click **Map** to view the facility address on an online mapping service.
7. If you have features set up, select which feature(s) the facility has.
8. In the navigation pane, click **Contacts**, and enter contact information for the facility.
9. In the navigation pane, click **Charges**, and enter charges for the facility.
10. In the navigation pane, click **Default Color**, and select any defaults you like. For more information, see [Display Colored Background or Text on Calendars](#).
11. Click **Save**.

You can create a group of facilities that can be scheduled together, such as classrooms. For example, you can add a group called Classrooms, then add each room as a facility in the group. These can be scheduled together or individually.

1. Locate the facility you want to make a group. For example, "Classrooms".
2. In the navigation pane, click **SubGroups**.
3. Insert the facilities you want to add to the group. For example, "Room 101", "Room 102", "Room 205", and so on.
4. Click **Save**.

Setting Up Charges

When you schedule a facility, the choices set up in this window display. If not all charges apply to an event that you schedule, you can select only the charges that apply to your event.

1. Locate the facility record you want.
2. In the navigation pane, click **Charges**.
3. Complete the information fields, and enter the charge details in the grid, then click **Save**.

Related Topics

- [View a Facility's Current, Future, and Past Events](#)
- [Combine Duplicate Facilities](#)
- [Delete a Facility](#)

[Add Contacts for an Organization, Event Package, or Facility](#)
[Display Colored Background or Text on Calendars](#)