

# Facility Rental Management

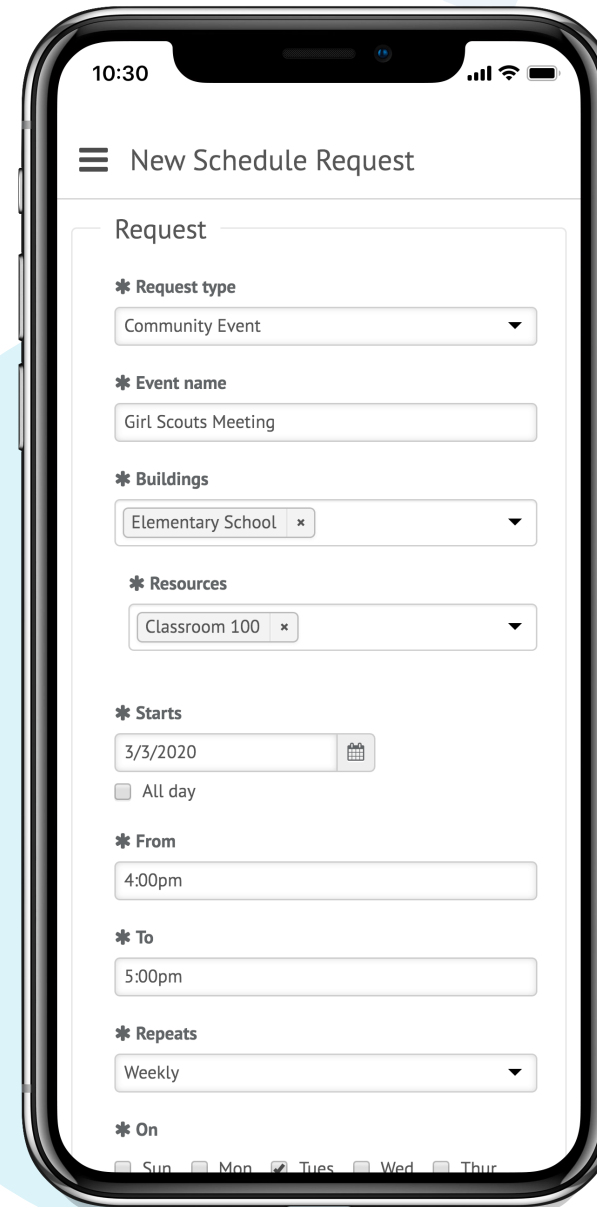
Host community and external events at your facilities.

FMX makes it easy for renters to request use of your facilities and keeps stakeholders in the loop on what's happening and when. FMX enables you to see which spaces in your facility have been reserved for specific dates and which ones are still available, ensuring no room or resource is double-booked.



# Manage facility rentals with FMX

- Provide your community with the ability to schedule your facilities and charge them for their time.
- Avoid double-booking of rooms and resources.
- Easily track cost estimates, invoices, and payments.
- Establish an approval chain for different events.
- Allow community members to request food, AV, staffing, resources, and more for their events.
- Prevent last minute requests to set up rooms and facility resources.



10:30

New Schedule Request

Request

\* Request type  
Community Event

\* Event name  
Girl Scouts Meeting

\* Buildings  
Elementary School

\* Resources  
Classroom 100

\* Starts  
3/3/2020  
 All day

\* From  
4:00pm

\* To  
5:00pm

\* Repeats  
Weekly

\* On  
 Sun  Mon  Tues  Wed  Thur



**“Having FMX has helped us better manage when the school facilities are being used. There is no more double-booking of events, and all staff can see what’s going on in their buildings and request spaces when needed.”**

- Tiffany Cain, Facility Rental, Hilliard City Schools

# FMX facility rental capabilities

## 01. Plan events in advance

FMX allows community members to schedule events days, weeks, months, or even years in advance. You can restrict events from being scheduled on certain holidays or other dates your facility is closed.

## 02. Manage community events

Requests can follow a chain of approval you've established for your organization. You can also use FMX to respond to the requester to ask for additional details, discuss plans, and more.

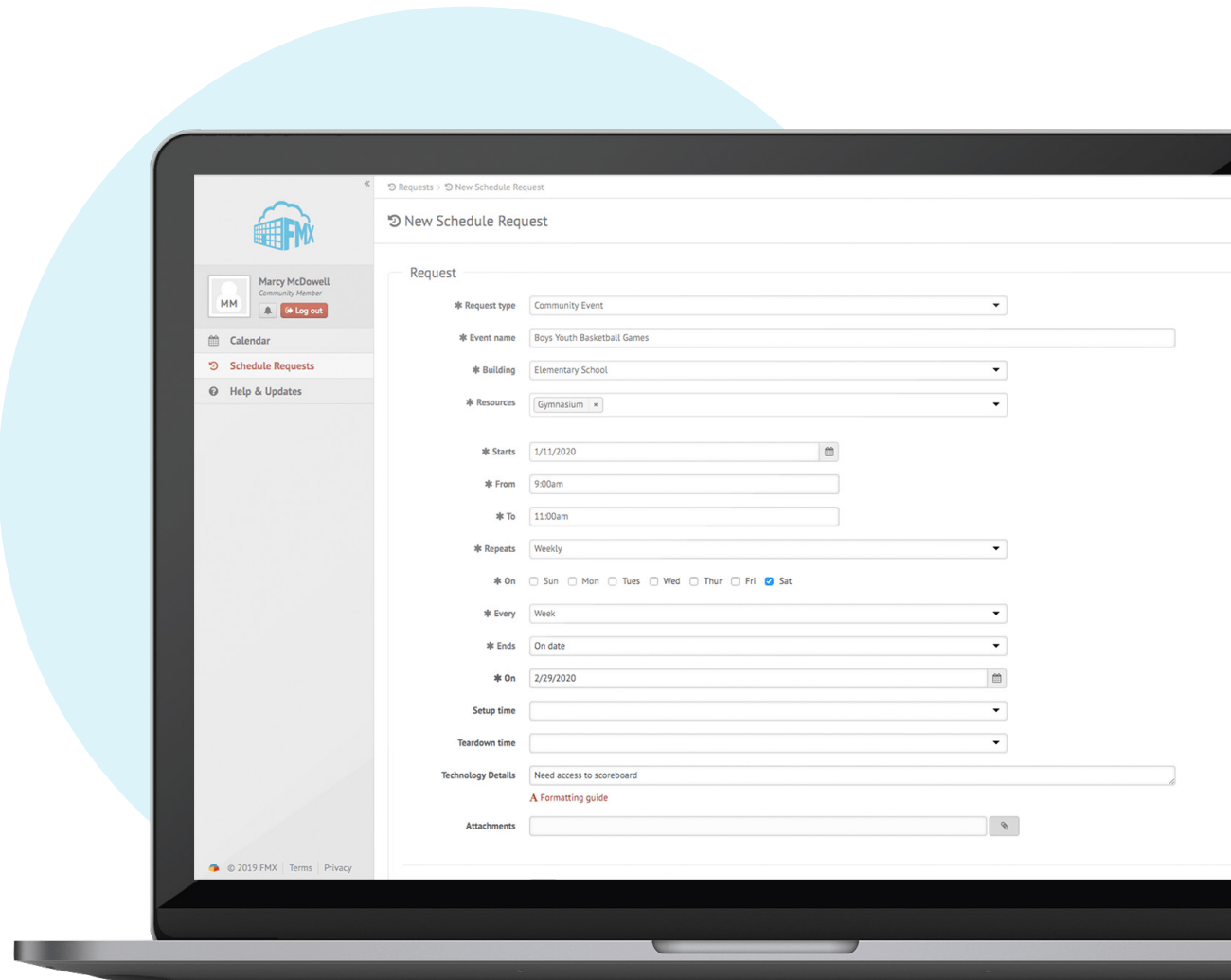
## 03. Keep track of estimates and invoices

Create estimates, send invoices, keep track of unpaid balances, and calculate revenue for all of your community events.



# More capabilities with FMX

- Customize your organization's scheduling request form to include required fields for seating, HVAC, catering, AV, etc.
- Avoid double-booking rooms and resources
- Set up automatic email notifications for relevant individuals when events are scheduled, modified, etc. that require their services.
- View your daily schedule with FMX's calendar display
- Upload photo and file attachments and share seating charts, set-up diagrams, and more.
- Require cost estimates and invoicing for schedule requests with FMX's reporting feature to keep track of unpaid balances.



**“With FMX, we have become a lot more efficient with scheduling our buildings, which has been great on a lot of different fronts. For our athletic department, it’s enabled us to better utilize our facilities. We’ve been able to get more teams practicing. We’ve been able to schedule more games, and it’s really helped tremendously. FMX is great for our district, especially for our leadership and administration to look at the district as a whole.”**

- Lana Fairchild, Human Resources Manager, Chillicothe City Schools