



# What to look for in a facility use request system.

## Mass Calendar Updates



### Mass Cancel of Events

Easily cancel all events for a given day or date range (i.e. Snow Day or COVID-19)



### Blocked Dates

Automatically blocking out dates for facility use due to holidays, building cleanings, etc.



### Days in the Future Allowed

Will restrict how far out a group can submit a request for (rolling number of days or a hard stop date)

## Payment & Fee Management



### Online Payment Integrations

Online Payment Integrations with PayPal or MySchoolBucks



### Estimated Fees

Automatically show requestors an estimate before they submit the request.



### Adding Information or Announcements

Descriptions on calendar dates that will not block out a facility. (i.e. First Day of School, Letter Days, Lunch Menus).



### Facility Photos

Ability to upload photos of the facilities for community members to view

## Additional Event & Space Information



MLSchedules™ Software has streamlined the building use request process for our district. The software is as convenient for the people making requests as it is for the people processing them. I have used both paper requests and electronic form requests in the past. I couldn't imagine ever going back now that I've seen what ML schedules can do.

Jason Czarny, Director of Athletics, Onondaga Central School District, NY

## Administrative Support



### Approval Paths

Ability to customize the approval process based on the group that is requesting or space that is being requested.



### Automatic Reports

Automatically send daily reports to support staff members that need to be aware about the events going on within their buildings



### Minimum Days Notice to Request

Will block outside groups from submitting a request within a certain number of days (i.e. If the district setting is set to 7 days, and a request is submitted for tomorrow, it will not allow the request to go through.)



## Data Migration



### Sync Event Information

Sync Event Information from other calendars such as Google, Outlook, BigTeams (Schedule Star), 8to18 Athletics, Arbiter, rSchoolToday, EventLink, RankOneSport, and Home-Campus.



### Import Templates

A clean and easy way to migrate data from an existing solution to your new solution.



ML Schedules is a very easy program to navigate and learn. In addition to that, having an awesome, knowledgeable customer service team at my disposal is priceless.

Carla A., Auditorium Manager, Austintown Fitch High School, OH



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