

Configure room rates

Prepare the hourly rate, deposit and payment method in the new-room form.

4 min · Available · 2026-09-21

Before you begin

- ✓ You need Manage spaces in the owning community.
- ✓ To take card payments, Stripe must be connected and enabled for the community.

1 STEP 1 OF 4 · 1 MIN

Open Rates

In the New space form, scroll to Rates. Free for parish groups separates that benefit from the external rate.

The rate and deposit are separate amounts.

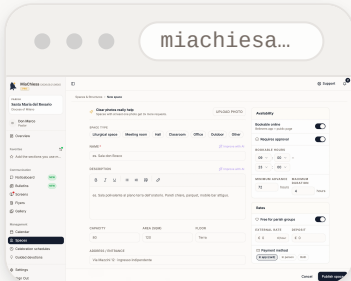


Fig. 1 The panel groups the group benefit, external rate, deposit and payment method.

2 STEP 2 OF 4 · 1 MIN

Enter a rate and deposit

Enter External rate in euros per hour and an optional Deposit. The capture prepares €25 per hour and a €100 deposit without publishing the room.

Compare the amounts with local policy before continuing.

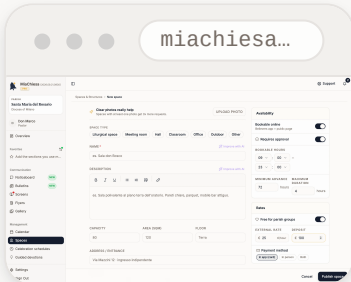


Fig. 2 The amounts are prepared and unsaved.

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STEP 3 OF 4 · 1 MIN

Choose the payment method

When Stripe is not ready, In app and Both are disabled and In person is available. The capture also turns Free for parish groups off, so the prepared rate has no group benefit.

The form remains unsaved: no price list has been created and no payment has started.

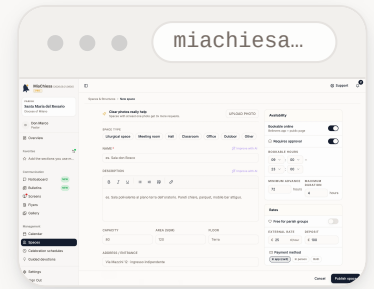


Fig. 3 The configuration is prepared and unpublished; no payment has been made.

4

STEP 4 OF 4 · 1 MIN

Review alongside the rules

Review Requires approval, advance notice and maximum duration with the rates. Then complete the other required fields and use Publish space.

Publishing saves the room configuration; it does not confirm collections or connect Stripe. Complete Stripe activation in payment settings before choosing card payment.

What you have achieved

- ✓ You prepared the hourly rate, deposit and group treatment.
- ✓ You know when In person is the only available method and that the capture neither publishes nor collects payment.

Troubleshooting

In app and Both are disabled



Stripe is not ready for the owning community. Use In person or complete payment setup first.

Groups need to pay



Turn Free for parish groups off and review the external rate before publishing.