

Create a bookable room

Complete the identity, availability and essential rules for a room that will be published as bookable.

4 min · Available · 2026-09-21

Before you begin

- ✓ You need Manage spaces in the owning community.
- ✓ Check the plan's room quota and prepare the name, type, capacity and rules.

1

STEP 1 OF 4 · 1 MIN

Open New space

From Spaces & Structures, select New space. In a pastoral unit, first choose the owning community among destinations where you have Manage spaces.

The form publishes an active, bookable room; it does not provide a draft save. Use details that are ready for publication.

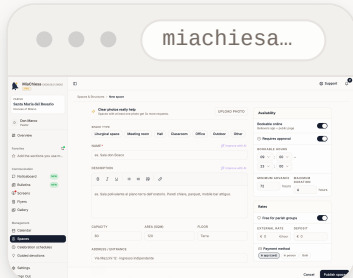


Fig. 1 The form is open and no new room has been saved.

2

STEP 2 OF 4 · 1 MIN

Define identity and capacity

Choose a type, enter a clear name and add the useful description, capacity, area, floor, entrance, photos and amenities. Name is required; the remaining fields help believers choose.

The capture prepares Sala riunioni San Luca as a Meeting room without publishing it.

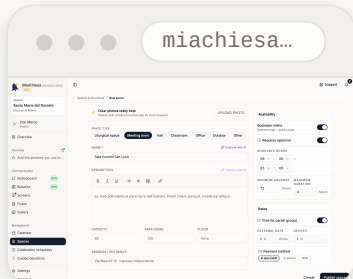


Fig. 2 The identity is prepared and unsaved.

3

STEP 3 OF 4 · 1 MIN

Set availability and approval

In Availability, set the daily hours, minimum advance, maximum duration and whether requests require approval. Saving creates the same weekly interval for all seven days.

The capture turns Requires approval off but does not press Publish space. No rule has been created.

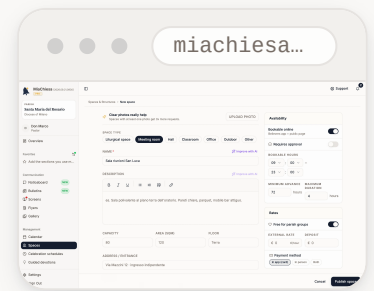


Fig. 3 The rule is prepared and unsaved; the room has not been published.

4

STEP 4 OF 4 · 1 MIN

Publish after review

Review identity, hours and rates, then select Publish space. The button creates the room as bookable and opens its page.

If weekly-rule insertion fails, room creation may already have completed. Check the room page and calendar before advertising availability.

What you have achieved

- ✓ You prepared the details for a room intended for booking.
- ✓ You know Publish space does not create a draft and that hours need checking after creation.

Troubleshooting

Publish space does not continue



Check Name, the owning community in merged mode, Manage spaces permission and the plan quota.