



Schedule amenities and other key services with Prism Resource Reservation, from Building Engines.

Booking a Space

Click the Resource Reservations tab and navigate to the Reservations feature.

Click the blue Add Reservation button in the top right corner of the page.

Resource Reservations

Reservations Approvals Resources

+ Add Reservation

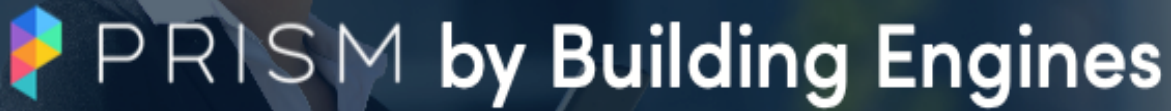
Search Saved Layouts Property Groups Property

Status (3)
Reservation Dates (1)

0 Reservations

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19



To filter the available resources and times available please select the type of Resource you are reserving from:

Common Area, Freight Area, Exterior Space and Other.

Type

Common Area Freight Area Exterior Space Other

Next you will select the date and time ranges for your reservation.

Dates

08/31/2023 to 08/31/2023 All day

From To

11:00 AM 01:00 PM

***TIP:** View the resource details like capacity, description, and resource pricing, if any, on the right side of the page.

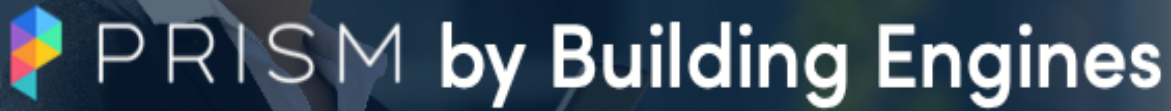
Resources

[Back](#)

Conference Room

1 Manor Farm Way, 3rd Floor

Common Area 8 max

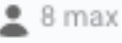



This will filter the available resources and times available on the right-hand side of the page.


Important Note: You will need to select an available time slot (in blue) in this section to initiate a new reservation.

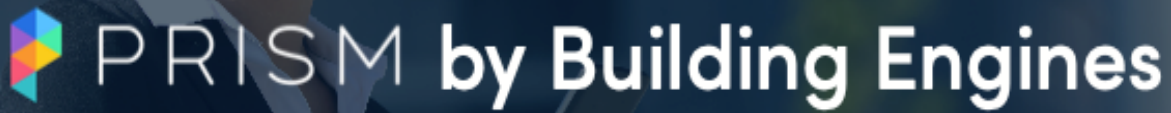
Resources

Available Resources

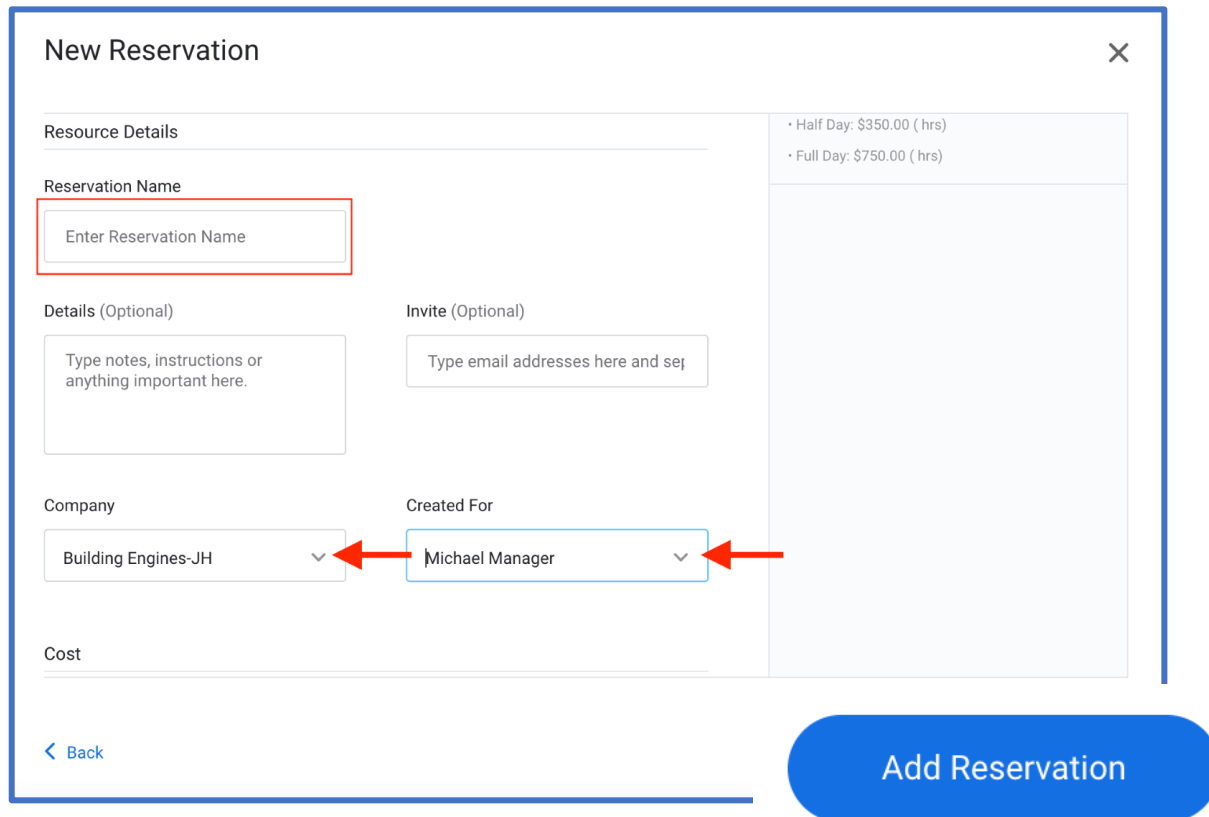
Board Room >
BE HQ, 1st Floor 
Thur, 08/31/2023 Availability:
[11:00 AM - 01:00 PM](#)

Conference Room >
1 Manor Farm Way, 3rd Floor 
Thur, 08/31/2023 Availability:
[11:00 AM - 01:00 PM](#)

Conference Room A/B >
1 Manor Farm Way, 1st Floor 
Thur, 08/31/2023 Availability:
[11:00 AM - 01:00 PM](#)



Enter the Reservation name. You can enter details and invite people, but this is optional.



New Reservation [Close]

Resource Details

• Half Day: \$350.00 (hrs)
• Full Day: \$750.00 (hrs)

Reservation Name

Enter Reservation Name

Details (Optional) **Invite (Optional)**

Type notes, instructions or anything important here. Type email addresses here and sep

Company **Created For**

Building Engines-JH Michael Manager

Cost

< Back **Add Reservation**

The Company name and Created for Name will default to the individual logged into Prism. If you need to edit this information, you can do so from the respective drop downs.

View the cost for your reservation, if any, at the end of the page.

To submit this reservation, click the blue Add Reservation button, at the bottom left of the screen.