

Field and hall bookings

Describes the process of field and hall bookings from the wider perspective of the club as a whole. Role-specific information about how to do field bookings, and how to track them for invoicing can be found on the [Secretaris volunteer page](#) .

Field bookings

This flowchart describes the process of how field bookings are made by UFO for their members or for the NFB.

UFO prefers all events to be on the artificial turf to protect the grass field.

drawing-3-1792022268.png

Avenues for potential process improvements

- Rather than submitting the field booking directly to the secretary, perhaps using a form is better.
 - This way we can minimise back and forth communication, giving the person requesting the booking more oversight
 - (Depending on the form solution) We can have automations which send email updates to the booker of the field
- Can we get more insight into which fields are available from the Gemeente (and their availabilities)? Something like the hall booking portal?

Hall bookings

TODO:

- Link portal which can be used to check availability

- Complete rest of process document

Revision #7

Created 2026-10-14 23:31:55 UTC by Nick Hodgskin

Updated 2026-10-15 08:22:16 UTC by Admin