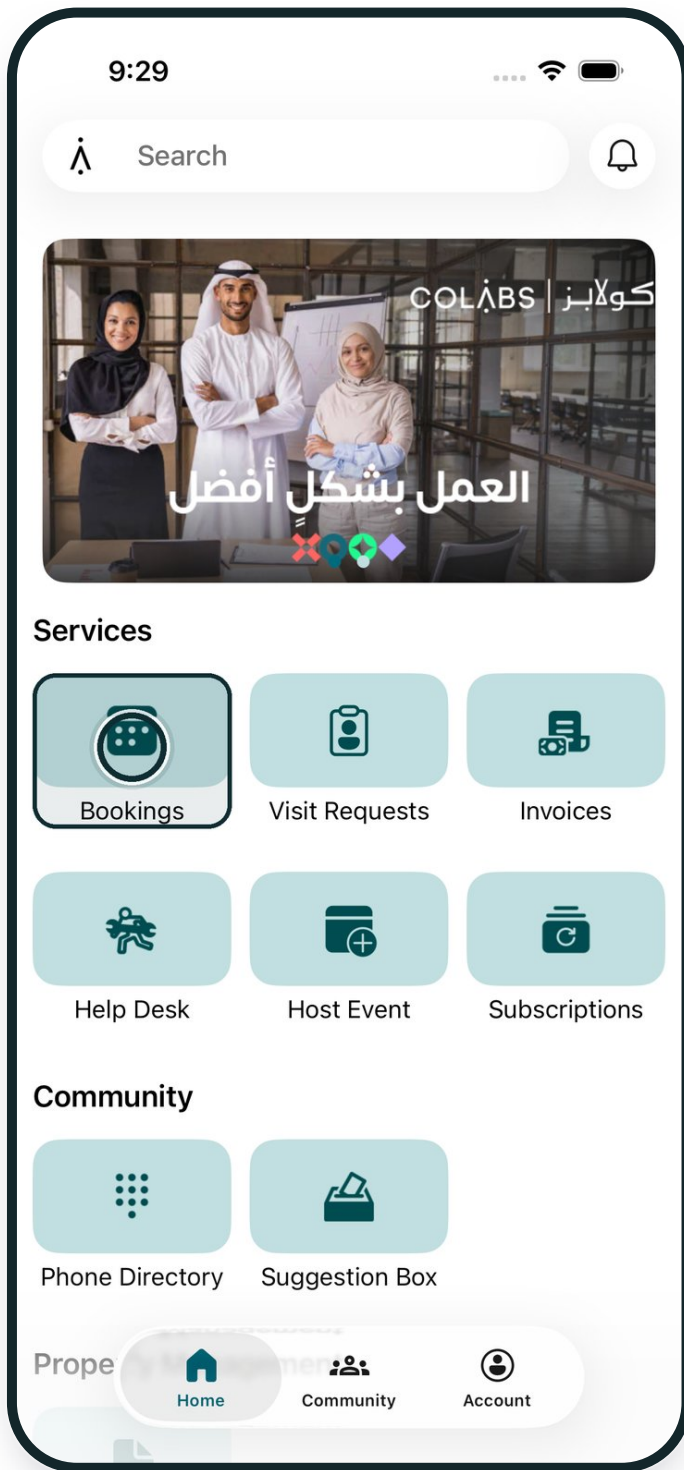


Book a meeting room

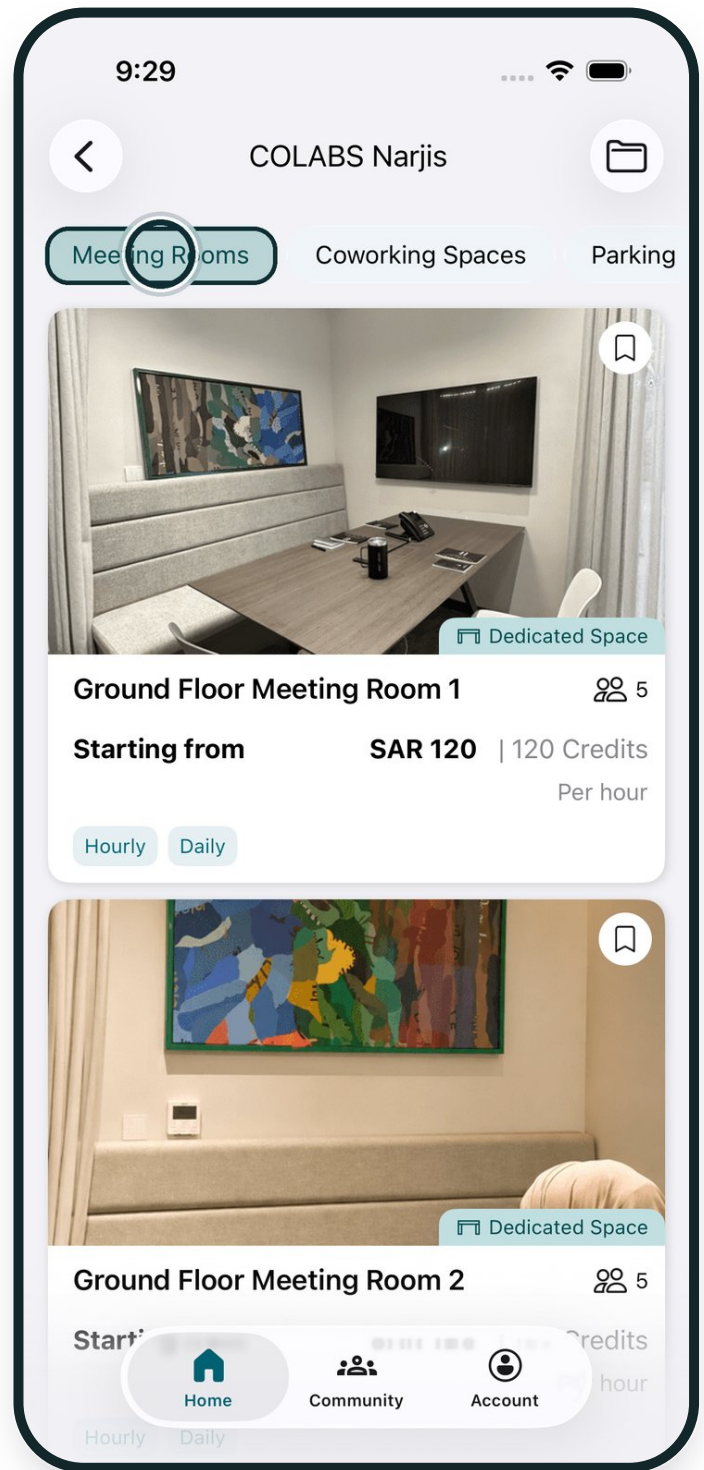
Need a room for a call, a workshop or a client meeting?
Reserve it from the Colabs app. Pick a room, choose a day
and a time slot, decide how to pay, and it's yours.

- | | |
|---------------------------|----------------------------|
| 01 Home | 02 Space type |
| 03 Pick a room | 04 Opening hours |
| 05 Continue | 06 Choose a plan |
| 07 Title | 08 Date |
| 09 Pick a day | 10 Apply |
| 11 Time | 12 Pick a slot |
| 13 Confirm time | 14 Terms |
| 15 Payment | 16 Pay now or later |
| 17 Book | 18 My Bookings |
| 19 Upcoming & past | |



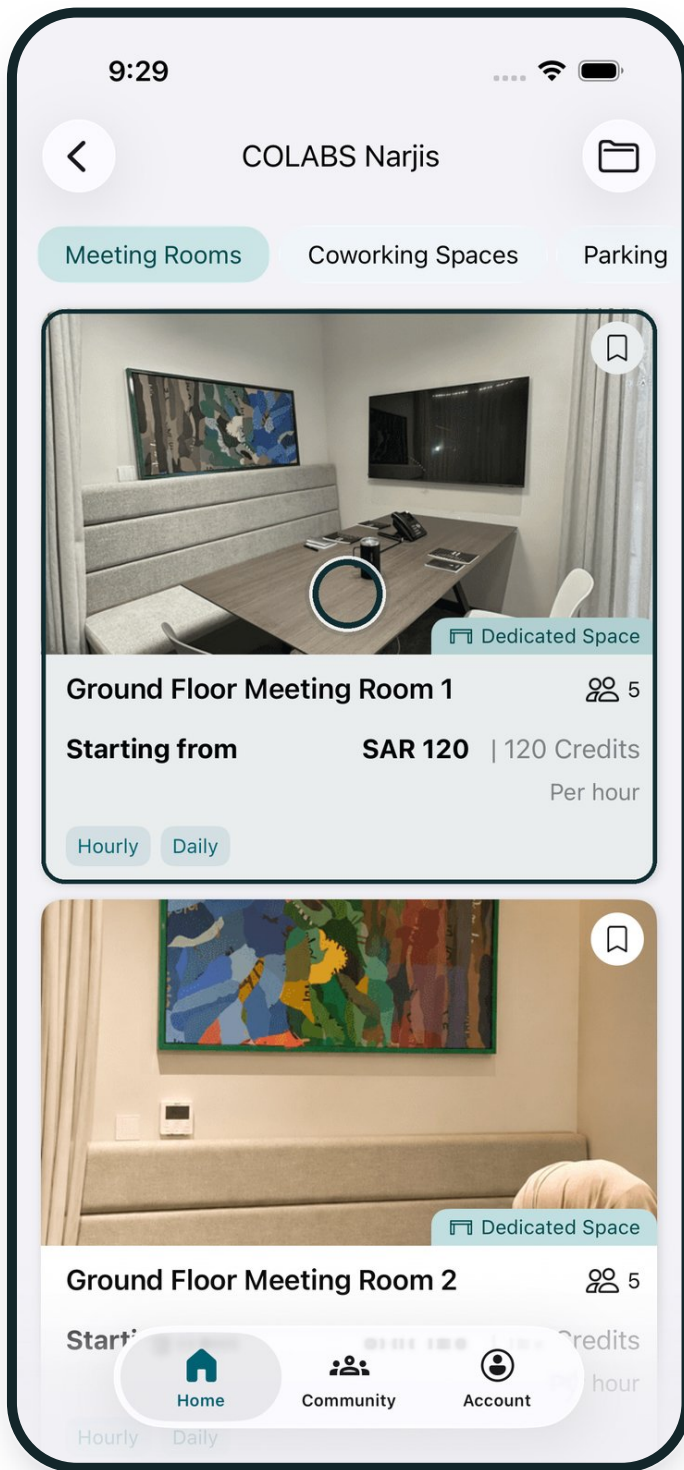
01 HOME

On the home screen, tap **Bookings** under Services.



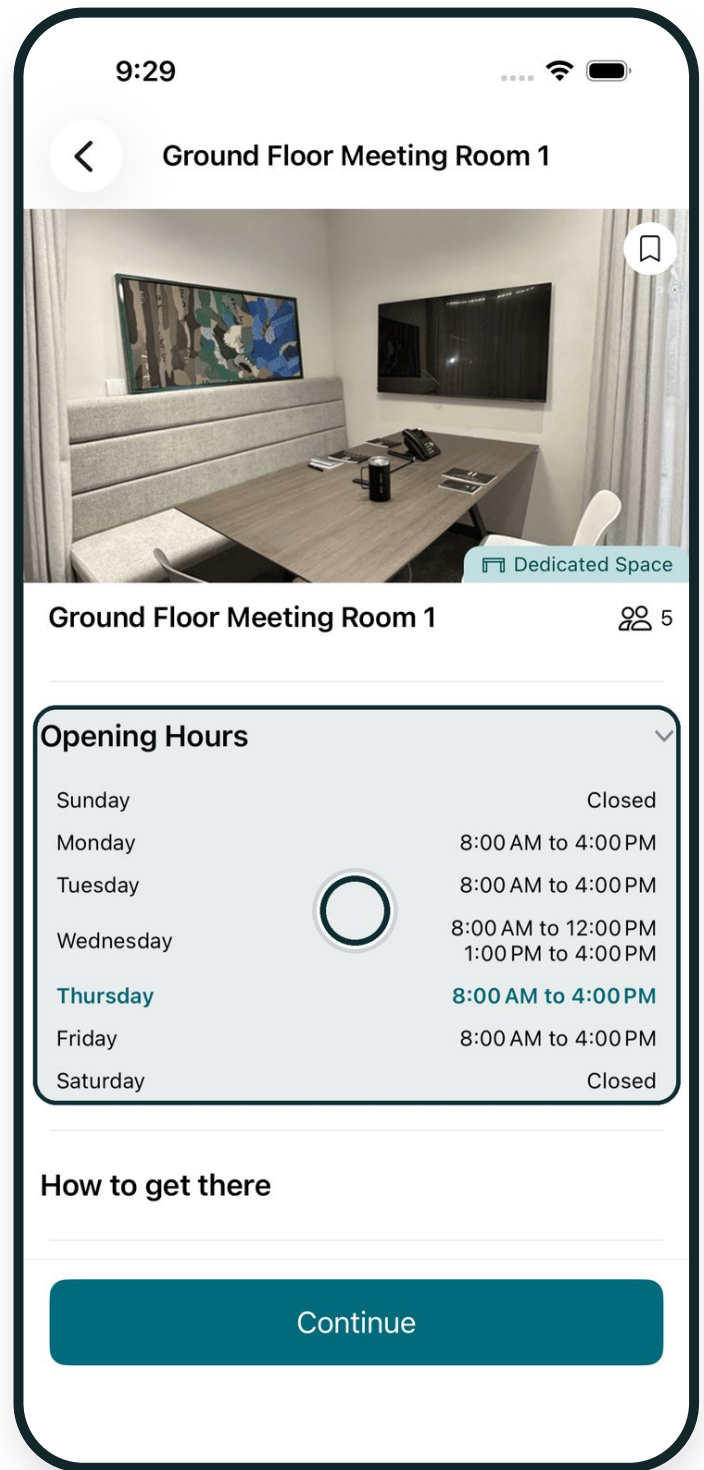
02 SPACE TYPE

Choose what you need along the top: **Meeting Rooms**, Coworking Spaces or Parking.



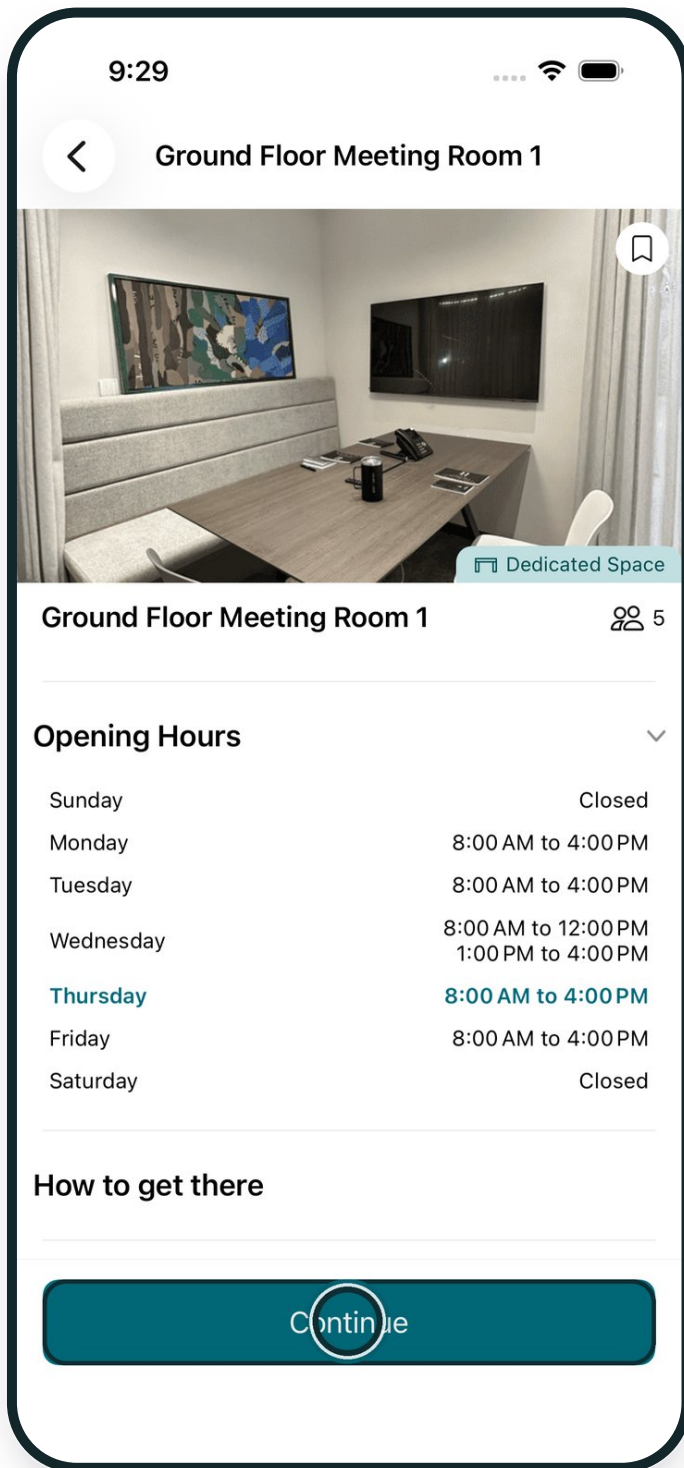
03 PICK A ROOM

Each card shows the room's **capacity** and its **starting price**. Tap the room you want.



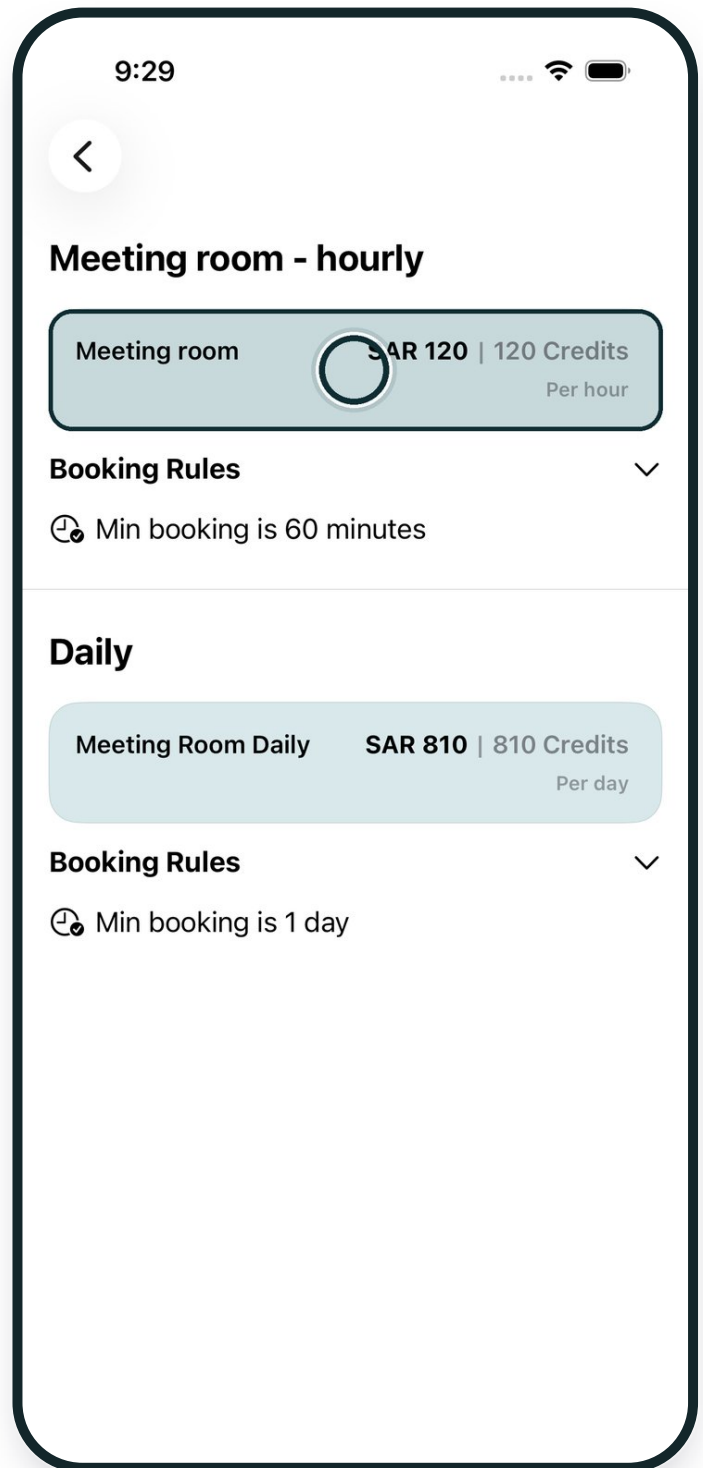
04 OPENING HOURS

Check the room's **opening hours**. Today is highlighted.



05 CONTINUE

Tap **Continue**.



06 CHOOSE A PLAN

Choose how to book: **hourly** (minimum 60 minutes) or for the **whole day**.

9:30

< Book

Meeting room - hourly - Meeting room

Title

Add a title

Booking Date & Time

Select Date Select time

Additional Notes

Any additional notes?

Booking Rules

🕒 Min booking is 60 minutes

🕒 Max booking is 240 minutes

📅 Free cancellation before 4 hours

☐ I have read and agreed to the [Terms & Conditions](#)

Book Using ▾

Book now

9:30

< Book

Meeting room - hourly - Meeting room

Title

Add a title

Booking Date & Time

Select Date Select time

Additional Notes

Any additional notes?

Booking Rules

🕒 Min booking is 60 minutes

🕒 Max booking is 240 minutes

📅 Free cancellation before 4 hours

☐ I have read and agreed to the [Terms & Conditions](#)

Book Using ▾

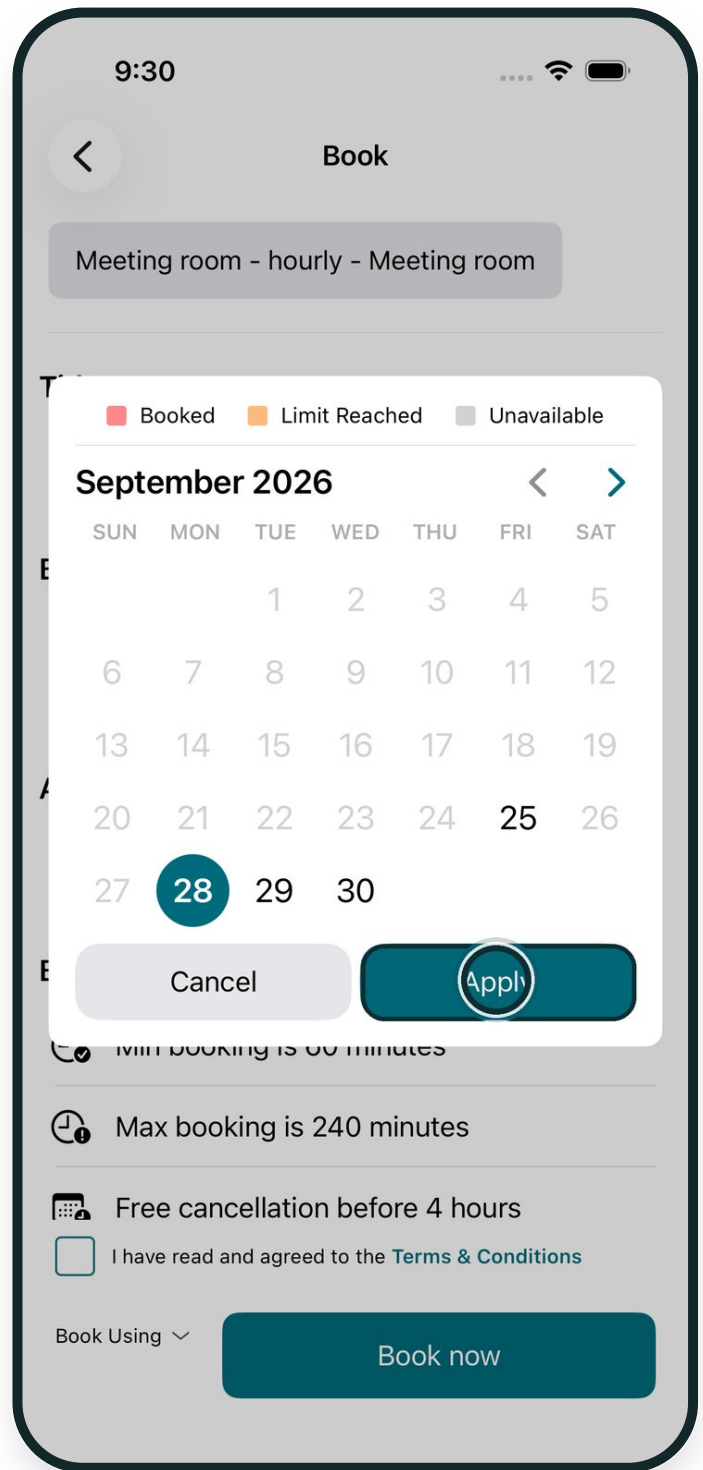
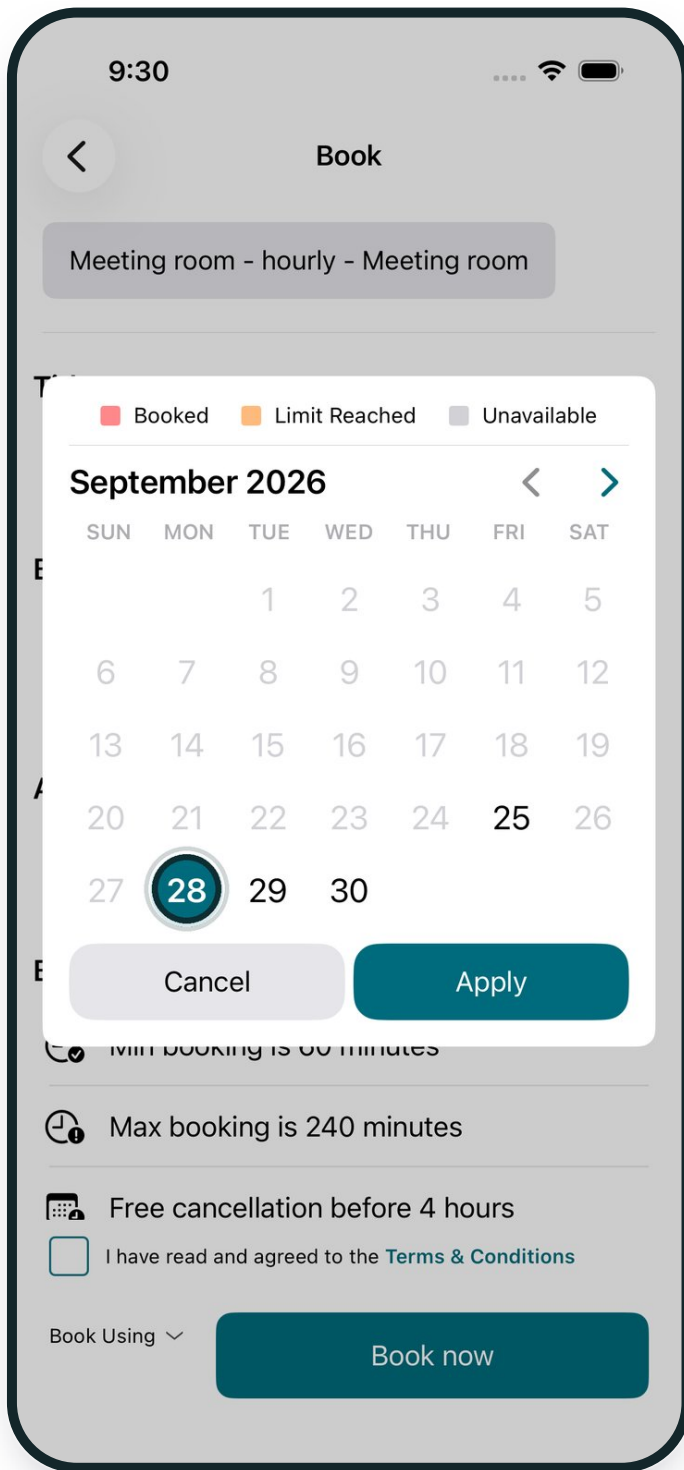
Book now

07 TITLE

Give the booking a **title**, for example Client workshop.

08 DATE

Under Booking Date & Time, tap **Select Date**.



09 PICK A DAY

Tap a **day**. Greyed-out days can't be booked. The colours at the top show days that are booked or full.

10 APPLY

Tap **Apply** to confirm the date.

9:30

< Book

Meeting room - hourly - Meeting room

Title

Add a title

Booking Date & Time

Select Date Select time

Additional Notes

Any additional notes?

Booking Rules

- Min booking is 60 minutes
- Max booking is 240 minutes
- Free cancellation before 4 hours

☐ I have read and agreed to the [Terms & Conditions](#)

Book Using ▾

Book now

9:30

Select A Time Dismiss

Time slots have to be consecutive, 15 m each.
Min booking is 1h | Max booking is 4h

☐ Available ☐ Booked
☐ Limit Reached ☐ Unavailable

GMT+3

8:00 AM

8:15 AM

8:30 AM

8:45 AM

9:00 AM

9:15 AM

9:30 AM

9:45 AM

10:00 AM

10:15 AM

10:30 AM

1 Hours
10:00 AM - 11:00 AM

Confirm

11 TIME

Next, tap **Select time**.

12 PICK A SLOT

Tap the slot you want to **start** at. Slots are 15 minutes, and a booking lasts from 1 to 4 hours.

9:30

Select A Time Dismiss

Time slots have to be consecutive, 15 m each.
Min booking is 1h | Max booking is 4h

☐ Available
 ☐ Booked
 ☐ Limit Reached
 ☐ Unavailable

GMT+3

8:00 AM	
8:15 AM	
8:30 AM	
8:45 AM	
9:00 AM	
9:15 AM	
9:30 AM	
9:45 AM	
10:00 AM	
10:15 AM	
10:30 AM	

1 Hours
10:00 AM - 11:00 AM

Confirm

13 CONFIRM TIME

Check the time and duration at the bottom, then tap **Confirm**.

9:31

Book

Meeting room - hourly - Meeting room

Title

Client workshop

Booking Date & Time

Sep 28, 2026 10:00 AM - 11:00 AM

Additional Notes

Any additional notes?

Booking Rules

 Min booking is 60 minutes
  Max booking is 240 minutes

 Free cancellation before 4 hours
 ☒ I have read and agreed to the [Terms & Conditions](#)

Book Using

 Subscription credits
  Book now 120 Credits

14 TERMS

Read the **booking rules**, including the free-cancellation window, then tick **Terms & Conditions**.

9:31

< Book

Meeting room - hourly - Meeting room

Title

Client workshop

Booking Date & Time

Sep 28, 2026 10:00 AM - 11:00 AM

Additional Notes

Any additional notes?

Booking Rules

- Min booking is 60 minutes
- Max booking is 240 minutes
- Free cancellation before 4 hours

✓ I have read and agreed to the [Terms & Conditions](#)

Book Using Subscription credits

Book now 120 Credits

15 PAYMENT

Tap **Book Using** to choose how to pay.

Dismiss Payment Method

Pay Now

Subscription credits

Pay Later

Post-paid

16 PAY NOW OR LATER

Pay now with your **subscription credits**, or choose **Post-paid** to be invoiced later.

9:31

< Book

Meeting room - hourly - Meeting room

Title

Client workshop

Booking Date & Time

Sep 28, 2026 10:00 AM - 11:00 AM

Additional Notes

Any additional notes?

Booking Rules

- Min booking is 60 minutes
- Max booking is 240 minutes
- Free cancellation before 4 hours

✓ I have read and agreed to the [Terms & Conditions](#)

Book Using Subscription credits

Book now 120 Credits

17 BOOK

The button shows the total. Tap **Book now**, and the room is yours.

9:29

< COLABS Narjis

Meeting Rooms Coworking Spaces Parking

Ground Floor Meeting Room 1 5

Starting from SAR 120 | 120 Credits Per hour

Hourly Daily

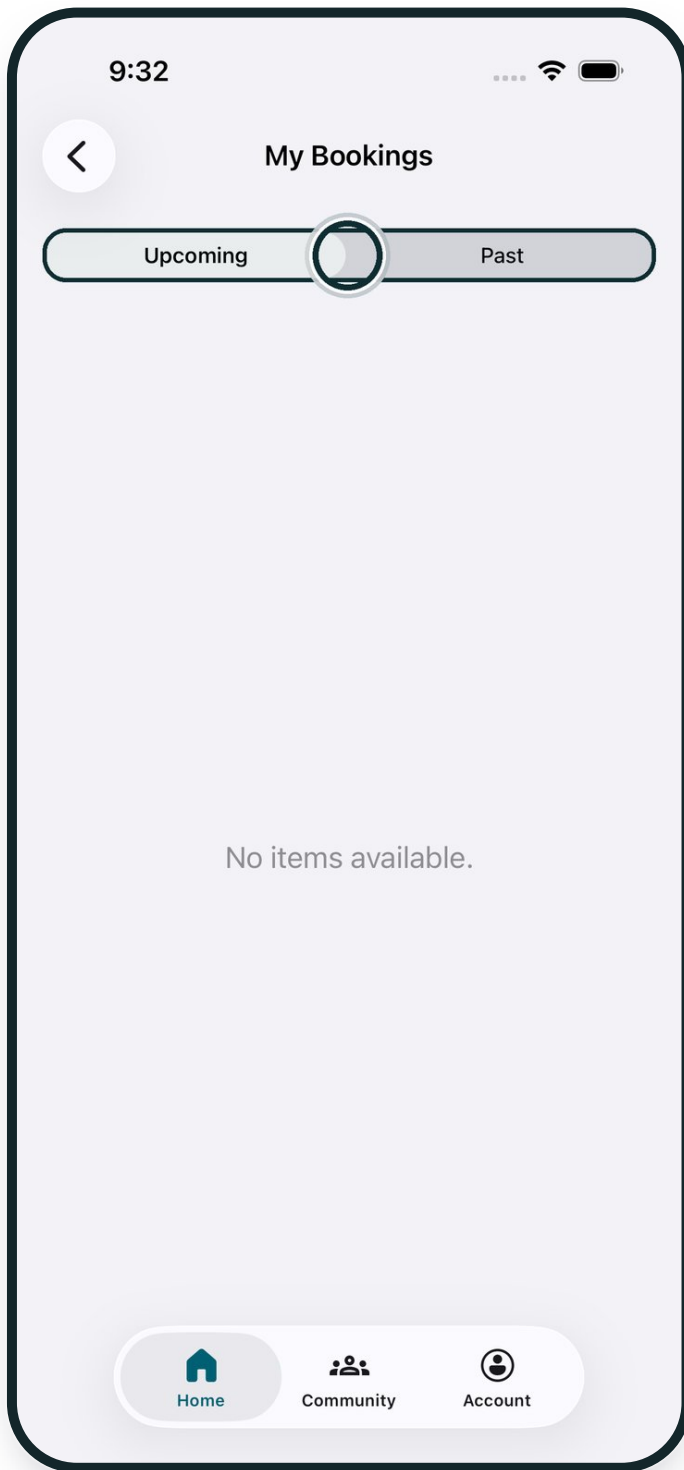
Ground Floor Meeting Room 2 5

Starting from SAR 120 | 120 Credits Per hour

Home Community Account

18 MY BOOKINGS

To see or cancel a booking later, tap the **folder icon** on the Bookings screen.



Your room is booked

You'll find it under **My Bookings**, ready when you arrive.

Plans changed? Cancel from My Bookings. Cancellation is free up to 4 hours before the start.

Same steps everywhere. Coworking desks and parking are booked the same way.

Credits or invoice. Use subscription credits to pay at once, or post-paid to settle on your invoice.

19 UPCOMING & PAST

My Bookings lists your **Upcoming** and **Past** bookings.