HOW TO RESERVE A PARK FOR SPECIAL EVENTS/WEDDINGS

First go into Internet Explorer NOT Google Chrome
Click on the Reservation tab
Click Request Reservation
Choose what type of event in the drop down box
Describe what type of event this will be
Input number of guests
CONTINUE

Choose a park
Choose a facility (Example: Basketball Courts, Picnic Area etc.)
Choose the facility in the 3rd box
CONTINUE

Review the information making sure it is correct
Check box on left next to the number of guests
CONTINUE

Choose start date and finish date
Choose the time for use of the park (including set up time)
Enter the duration of the event (Example: 8am start – duration is 4 hours – 12 pm end)
CONTINUE

Review highlighted area(s) in calendar form
CONTINUE

Review what you would like to reserve again
CONTINUE

Read waiver in the description
Once it has been read, check agreement box
Answer the following questions
CONTINUE

Reservation Review
SUBMIT

Reservation Request Receipt
An email will be sent out confirming we have received the request but it will be under review.
An email within 10 business days will be sent for approval or denial of your request.