

## 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 3<sup>rd</sup> 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.