



Customer Help

Reserving a Picnic Shelter

1. To begin the process of reserving a picnic shelter for your next function, login to your online account.

If you have not previously created an online account, enter your email address and click *forgot password* to be sent a temporary password. This password will allow you to access your account with us. If your email is not recognized, that means you are not currently in our system or we do not have your current email address. You will need to create a new account by clicking *Create an Account*.



Login

[> Home Page >](#) [Login](#)

Already have an account?

Login

Email

Password

Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

Login



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2. Once you have successfully logged in, click on *Reservations* in the upper toolbar. That will direct you to the page where you can check availability and reserve your desired shelter. It is recommended that you begin by checking availability to avoid reserving a location and day that is unavailable. Do this by clicking *Check Availability*.

The screenshot displays the Forest Preserve District website interface. At the top left is the logo and name 'Forest Preserve District OF WILL COUNTY' with the tagline 'Bringing People and Nature Together'. On the top right, it says 'Welcome, Jenna' and provides links for 'My Account' and 'Sign Out'. Below this is a green navigation bar with buttons for 'Home', 'Programs', 'Reservations' (which is highlighted), and 'Dog Park Permits'. To the right of this bar is an orange button labeled 'My Cart'. The main content area is titled 'Reserve Options' and includes a breadcrumb trail '> Home Page > Reserve Options'. Two large orange buttons are visible: 'Reserve a Facility' and 'Check Availability'. A red arrow points to the 'Check Availability' button.



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3. On the next page, you will find a list of all of our picnic shelters and campsites. You can filter this list to only see picnic shelters by clicking *Facility Type* in the left-hand toolbar. Then check the picnic shelter box. You can now locate your desired shelter by sifting through the alphabetical list. Click *view availability* when you locate your desired shelter.

The screenshot shows the 'Facility Search' interface. At the top, there is a search bar with the text 'Search for Facilities by Keywords' and a 'Search' button. Below the search bar, there are options for 'View As' (Facility List, Facility Type List, Google Map) and 'Sort By' (Facility). A filter sidebar on the left shows 'Facility Type' with 'Picnic Shelter' selected. The main content area displays a table of picnic shelters with columns for Facility, Facility Type, Location, and View Availability. A red arrow points to the 'view availability' button for the 'Black Road Access Shelter'.

Facility	Facility Type	Location	View Availability
Ballou Road Access Shelter Quick View	Picnic Shelter	Forked Creek Preserve - Ballou Rd Access	view availability
Black Road Access Shelter Quick View	Picnic Shelter	Rock Run Preserve - Black Road Access	view availability
Bluegill Hill Shelter Quick View	Picnic Shelter	Monee Reservoir	view availability
Catfish Corner Shelter Quick View	Picnic Shelter	Monee Reservoir	view availability
Crumby Recreation Area Shelter Quick View	Picnic Shelter	Hammel Woods - Crumby Recreation Area	view availability
Forked Creek Shelter Quick View	Picnic Shelter	Forked Creek Preserve - Forsythe Woods	view availability
Frederick's Grove Shelter Quick View	Picnic Shelter	McKinley Woods - Fredricks Grove	view availability
Gaylord Road Access Shelter Quick View	Picnic Shelter	Theodore Marsh	view availability



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4. You will now be on the calendar page for the selected facility. You can navigate to your desired month using the arrows at the top of the calendar next to the month name. The times shown in the date boxes are the times the shelter is available. Dates that state *Fully Booked* are not available. Once you have decided on a date to reserved, click *Book* in the date box.

Facility: Crumby Recreation Area Shelter
Center: Hammel Woods- Crumby Recreation Area

Today < January 2019 > 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 8:00am to 4:00pm Book	2 8:00am to 4:00pm Book	3 8:00am to 4:00pm Book 	4 8:00am to 4:00pm Book	5 8:00am to 4:00pm Book
6 8:00am to 4:00pm Book	7 8:00am to 4:00pm Book	8 8:00am to 4:00pm Book	9 8:00am to 4:00pm Book	10 8:00am to 4:00pm Book	11 8:00am to 4:00pm Book	12 8:00am to 4:00pm Book
13 8:00am to 4:00pm Book	14 8:00am to 4:00pm Book	15 8:00am to 4:00pm Book	16 8:00am to 4:00pm Book	17 8:00am to 4:00pm Book	18 8:00am to 4:00pm Book	19 8:00am to 4:00pm Book
20 8:00am to 4:00pm Book	21 8:00am to 4:00pm Book	22 8:00am to 4:00pm Book	23 8:00am to 4:00pm Book	24 8:00am to 4:00pm Book	25 8:00am to 4:00pm Book	26 8:00am to 4:00pm Book
27 8:00am to 4:00pm Book	28 8:00am to 4:00pm Book	29 8:00am to 4:00pm Book	30 8:00am to 4:00pm Book	31 8:00am to 4:00pm Book	1	2

[Back to View Facilities](#)



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5. You will now be directed to the beginning of the reservation process. Start by selecting *Picnic Shelter* as the *Event Type*. Next, enter a title for your reservation. This can be something like, birthday party, reunion, wedding ceremony, etc. The final step on this page is to enter an attendance for your function. If you are unable to book your desired shelter on the following pages, it could be because you entered an attendance that exceeds the shelter capacity. You must book a shelter that can accommodate your attendance number. You can view the capacity of all the shelters by clicking on the *Picnic Shelters* button in the footer of the webpage. Click *Continue* when you're ready.

Home Programs Reservations Dog Park Permits

Reservation Event Information

Welcome to the Reservation Request Site!

▼ Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type ←

Description ← (e.g., on Wedding)

Maximum Number of Guests ←

[Continue](#)

Use the links below to learn more information about our picnic shelters and campsites, including amenities and capacities.

[Picnic Shelters](#) ←

[Campsites](#)



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6. The next page is where you will select which shelter you would like to reserve. You can start by selecting the preserve that the shelter is located in under *Locations*. Or you can go straight to the facilities box to scroll through the alphabetical list of shelters and select the one you would like to reserve. Once you have your desired shelter highlighted, click *Continue*.

Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

Any Locations
Braidwood Dunes Savanna Nature Preserve
Centennial Trail
Environmental Learning Ctr
Evans-Judge Preserve

Any Area

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
Picnic Shelter

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Hickory Creek Junction Shelter
Hickory Hollow Shelter
Hidden Shelter
I&M Canal Access Shelter
Joliet Iron Works Shelter - Electric

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet of the requirements

Unspecified

When you have selected your requirements, click [Continue](#)



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7. Check the box next to your shelter selection. Click *Continue*.



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Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step.
Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	50	0	Hidden Shelter	Facility	Rental Block	Hammel Woods- Route 59 Access 554 Brook Forest Ave Shorewood, IL 60404 (815) 727-8700

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

Use the following list to go back to a previous step.

Facilities/Equipment Search [Go Back](#)



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8. This page is where you will pick the date of your function. Keep in mind reservations must be made at least 72 hours in advance. You can only book a shelter for one day so make sure you enter the date of your function as the *Begin Date* and *End Date*. Ignore the *Number of Weeks* section. Next, choose your block of time based on the month of your reservation. When you book a picnic shelter, your reservation is valid for the entire day. However, our preserve closing times vary by season. So make sure you pick the time slot that corresponds with the month of your reservation. For examples, a reservation for April 10th, select the *Time Slot*: 8:00AM to 6:00PM (4. March – April Reservation). Click *Continue*.

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Reservation Event Dates

Hidden Shelter must be reserved at least 72 hour(s) in advance.

▼ Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date 2019 ▼ Apr ▼ 10 ▼

-- AND --

Number of Weeks

-- OR --

End Date 2019 ▼ Apr ▼ 10 ▼

▼ Specify when the event starts

Available Time Slots Choose block of time to reserve...

- 8:00 AM to 8:00 PM (1. May - August Reservation)
- 8:00 AM to 6:00 PM (2. September-October Reservation)
- 8:00 AM to 4:00 PM (3. November-February Reservation)
- 8:00 AM to 6:00 PM (4. March-April Reservation)

Use the following list to go back to a previous step.

Search Results ▼ [Go Back](#)



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9. The next page is a calendar so you can review the date you selected. If you are happy with the date you chose, click *Continue*.

▼ April, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 8:00 am 10 hours	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

▼ May, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

When you are satisfied with the dates you have chosen, click [Continue](#)

10. The final review step is just to confirm your location and show the fee you will be charged. If everything looks correct, click *Continue*.

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Welcome, Jenna [My Account](#) | [Sign Out](#)

[Home](#) [Programs](#) [Reservations](#) [Dog Park Permits](#) [My Cart](#)

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Hidden Shelter	Facility	Hammel Woods- Route 59 Access 554 Brook Forest Ave Shorewood, IL 60404 (815) 727-8700	--	Charge : \$60.00	0	Review selected time.
Select All Deselect All							

When you have selected the facilities/equipment to reserve, click [Continue](#)



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11. You are now on the waivers page. There are two waivers that you must agree to before continuing. The first is the Additional Amenity Information Waiver. This waiver outlines the rules and conditions associated with bringing certain amenities to your picnic reservation. This waiver is accompanied by our District Approved Vendor sheet which lists approved vendors for customers wishing to rent an inflatable for their function. The second waiver that must be agreed to is the Picnic Rules Waiver. These are all the rules that the permittee must abide by during their reservation. Please carefully read both waivers before initialing. It is recommended that you print the Additional Amenities Information Waiver to keep with your permit and refer back to. You do not need to print the Picnic Permit Rules Waiver as those will appear on your permit. Click *Continue*.



Home Programs Reservations Dog Park Permits

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	Additional Amenity Information Waiver	Additional Amenities Information Waiver
<input type="checkbox"/>	No	District Approved Inflatable Vendors	District Approved Inflatable Vendors
Initials: <input type="text"/>	Yes	Picnic Permit Rules Waiver	Picnic Permit Rules Waiver

PRINT

PRINT

When you are done, click

Continue

12. LAST STEP! On the final page of the reservation process, review your reservation and click *Continue*. You will then be directed to the payment screen. Enter your payment information and click *Continue*. Your permit is now complete! You can refer back to your permit by visiting your Account Page. You will also receive an email confirming your reservation with a link to your account page.