On-line Park Rental Instructions

1. Home Page
2. Rentals-Parks and Facilities
3. On-Line registration
4. Log in or create an account
5. Facility Rentals
6. From to date- enter the date you want or the range of dates
7. Time between start time and end time
8. Day of week
9. Facility Type
10. Complex-Un-check all-choose the complex
11. Facility-Un-check all-Choose facility or facilities
12. Reserve
13. Continue
14. Verify information is correct, it will apply fees based on residency
15. Check-Accept the terms of waiver
16. Add to cart
17. Check out-if you have registered for classes before-your card holder information might come up. Click continue. If card holder information dos not show up just enter your credit card information and pay.
18. Enter Credit card info and pay