

Online Reservation Request Guide

01 Sign-on or create account for Reservation Requests (no fee).

02 Use facility availability calendars to view dates and locations.

03 Select date, Follow online instructions, Add to Cart (no fee) and Complete online forms:

- Reservation Request Form
- Addendum to Facility Rental
- Malt Beverage/Wine Permit (optional)

A Reservation Request (no fee) is complete when a "Check Out Complete" message appears.

04 Your request has been submitted and all forms will be reviewed for approval. Requests are processed in the order they are received. Please allow 2 business days for a response to reservation requests.

05 Once a request has been approved an invoice will be generated and sent to the account email. Online payment is required at this time, please pay promptly to secure reservation.

06 Upon receipt of payment, a permit will be issue via email. Keep this permit with you on your rental day as proof of your reservation. Any necessary keys/adapters can be picked up the week before reservation and returned within 3 days after.