

1. Select the "Facility Reservation" Button on the Facility rentals page

2. Select your location and facility type

- a. **OUTDOOR FACILITIES** – You will see a preview of the park map. Select "Choose" on the right

Park Map preview

3. Select your Facility from the list with "Choose"

- 4. Enter number of hours you wish to rent for.
 - a. Indoor spaces require 2 hour minimums
 - b. Tennis Courts and Pickleball courts have a maximum of 1 hour rentals

5. Enter number of people attending (this field is required)

1 Activity and duration

Joan Pisani Community Center Meeting Room

2 h

2 Number of people to attend

5

6. Use the Date Picker or Arrows on the calendar to select your date and rental start time

3 Select an available time to request

[Jump to Date](#)

Sorry, there are no available times at the moment. Please try again later.

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3	4
5	6	7	8	9	10	11

Tuesday, August 29, 2023

Aug 29 - Sep 4, 2023

Wed	Thu	Fri	Sat	Sun	Mon
Aug 30	Aug 31	Sep 1	Sep 2	Sep 3	Sep 4

7. Click "Reserve" at the bottom left

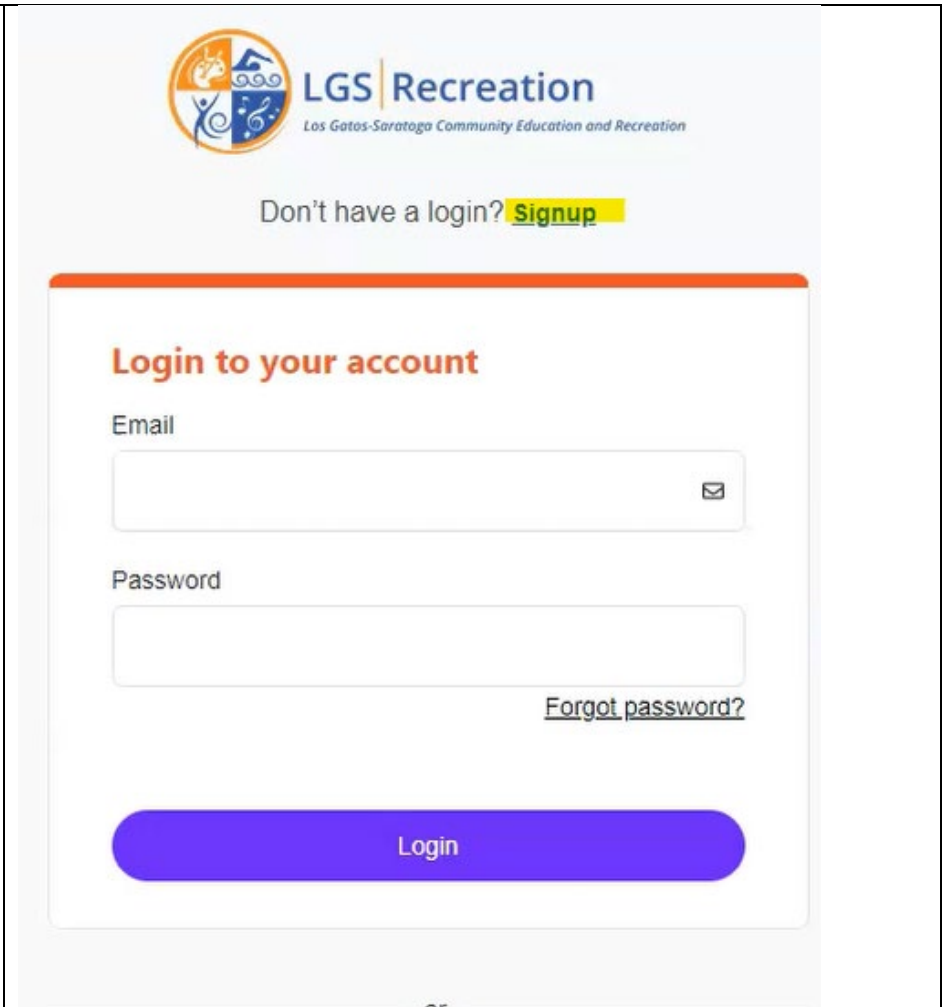
You're about to request:

- Arts and Crafts Room
- Joan Pisani Community Center Meeting Roo
- 10/01/23
- 08:00 AM-10:00 AM

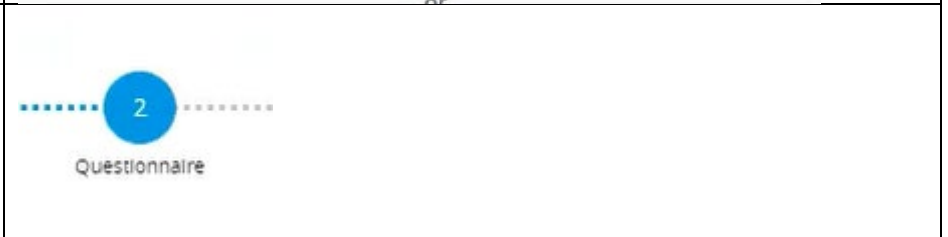
Request

8. Log in or Signup

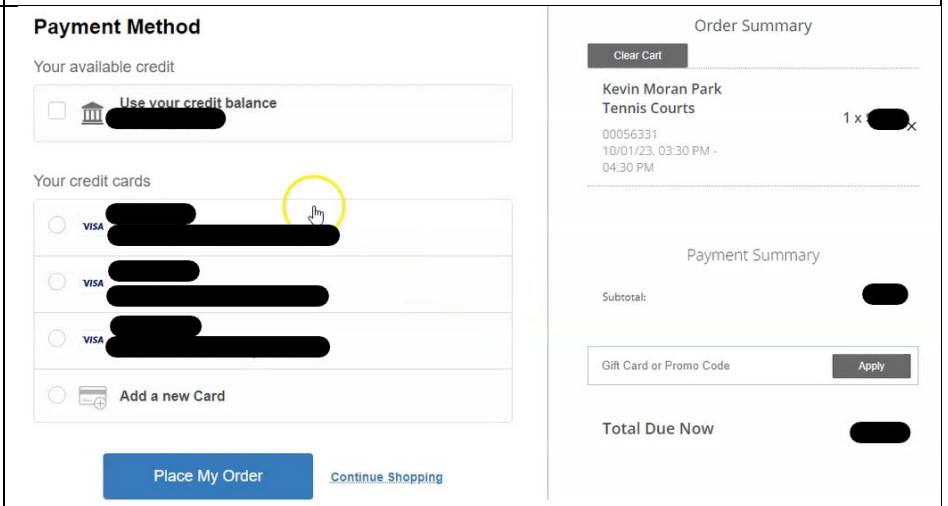
- a. When signing up for an account a password will be emailed to you. If you do not receive the emailed password please contact info@lgsrecreation.org to have it resent



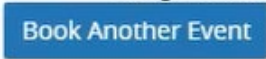


9. Fill in the questionnaire, sign the waiver, and agree to the terms and conditions



10. OUTDOOR RENTALS – Add a credit card and make payment. INDOOR RENTALS & Wildwood Picnic Areas – Submit your rental for approval. Be sure to submit the request 14 days before your event.



<p>11. Save or print the completion document for your records. A copy will also be emailed to you</p>	<p>The receipt has been sent to [REDACTED]@gmail.com</p> <p>  </p>
<p>12. INDOOR RENTALS & Wildwood Picnic Areas – Submit insurance, if applicable, to facilityrentals@lgsrecreation.org</p> <p>13. Once the date is secure an invoice will be created for you. Log in to your account or is it our offices to make payment. We cannot take payment over the phone.</p>	