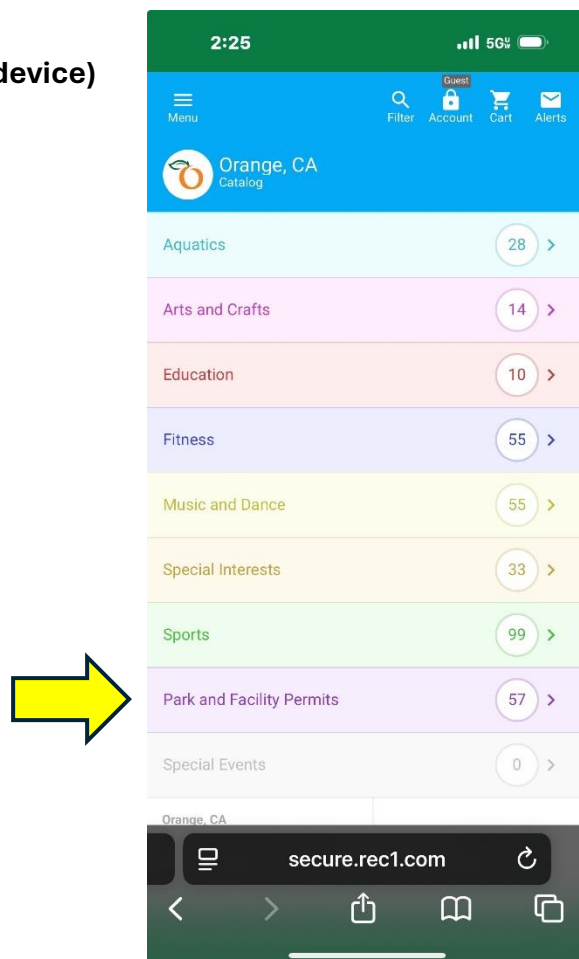
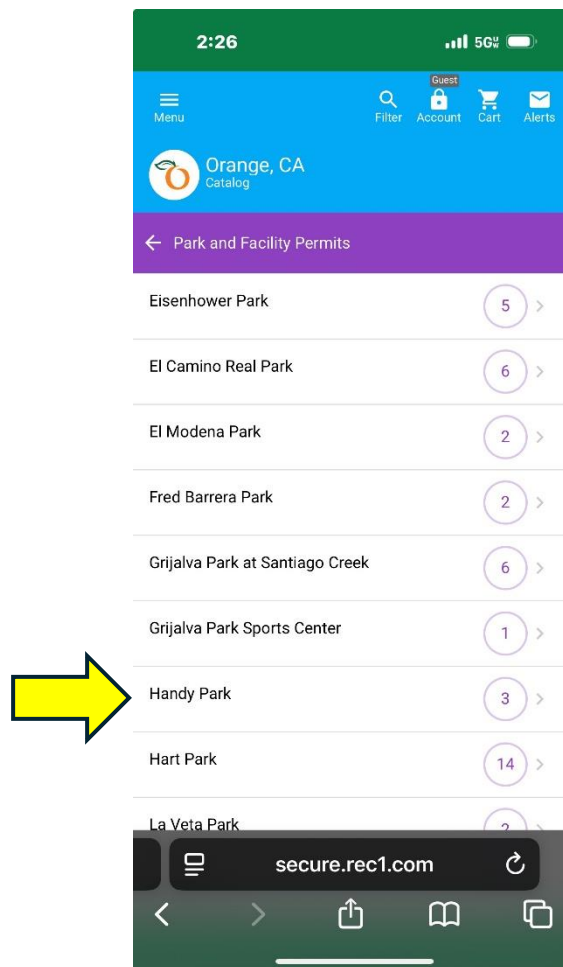


## HOW TO: Complete a Park and Facility Permit (phone/mobile device)

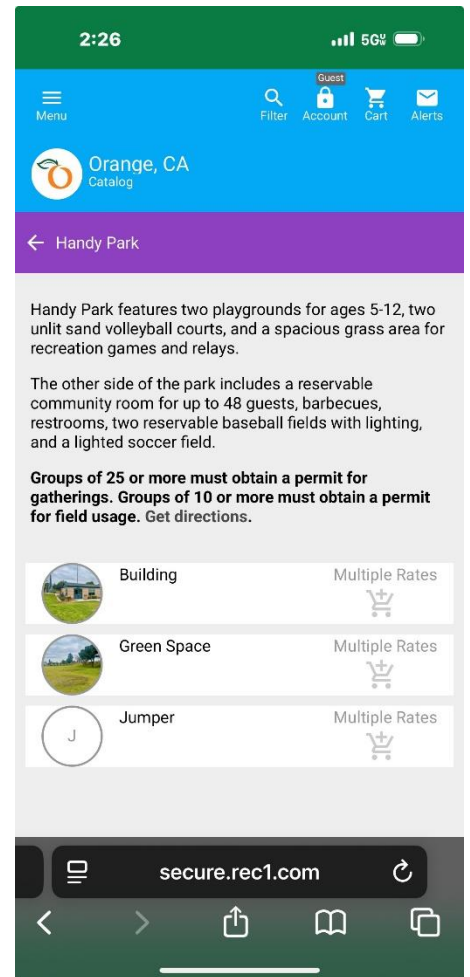
1. Visit [CIVICREC](#) and click on “Parks and Facility Permits”.



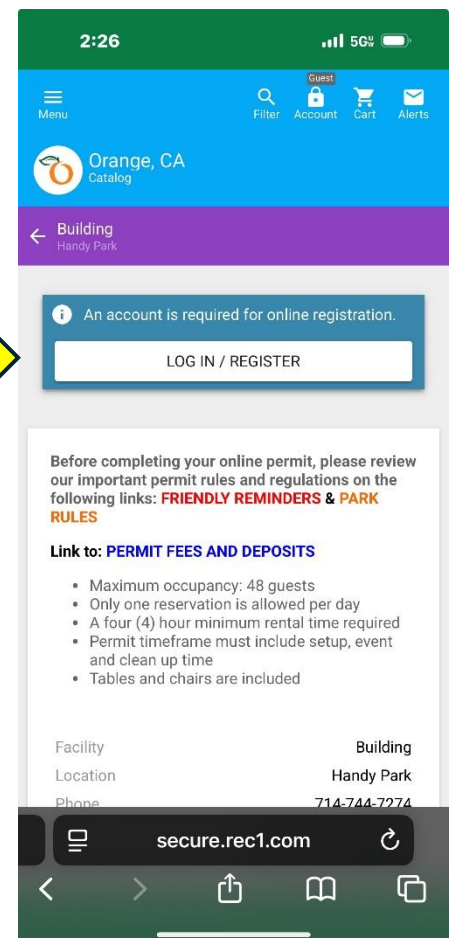
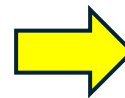
2. Select your park location.



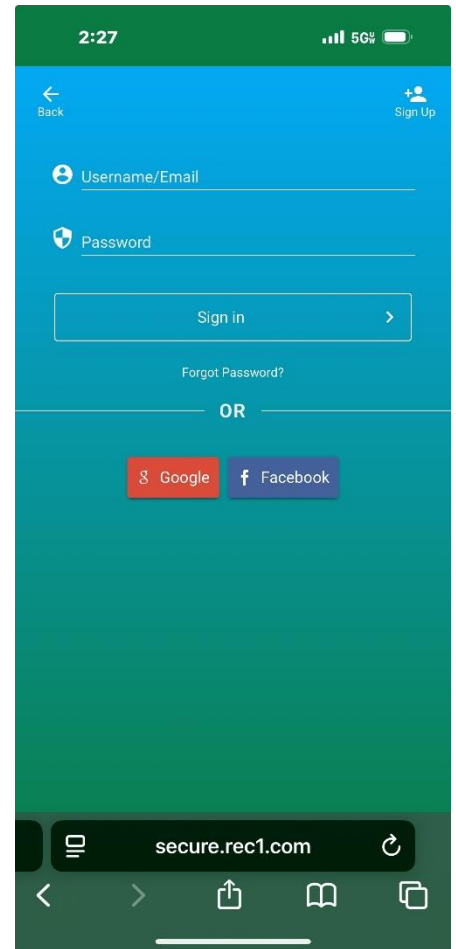
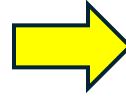
3. Select your permit amenity.



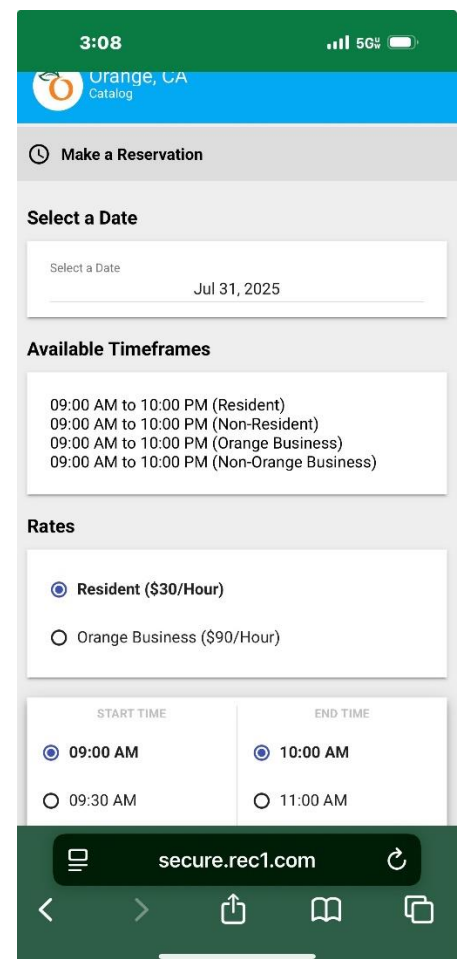
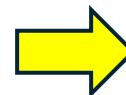
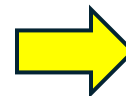
4. Create an account if you have not previously used CivicRec or login to an existing account.



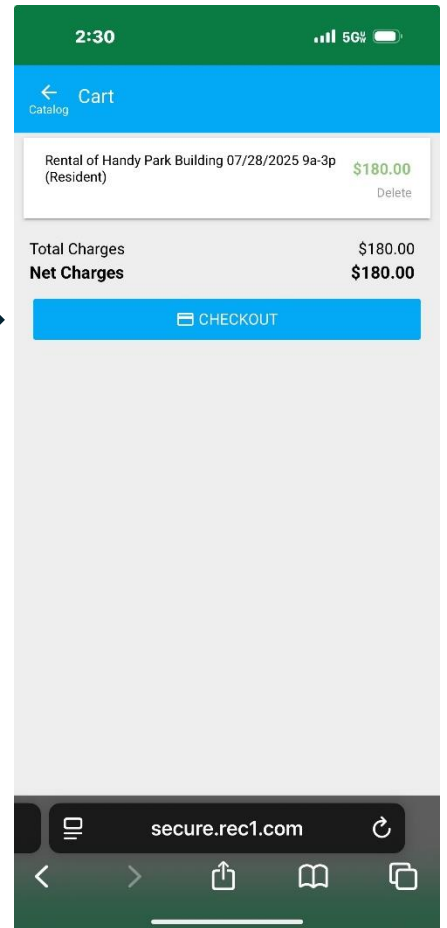
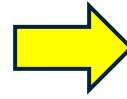
5. Fill in your information if you are creating an account for the first time. After logging in, repeat steps 1-3.



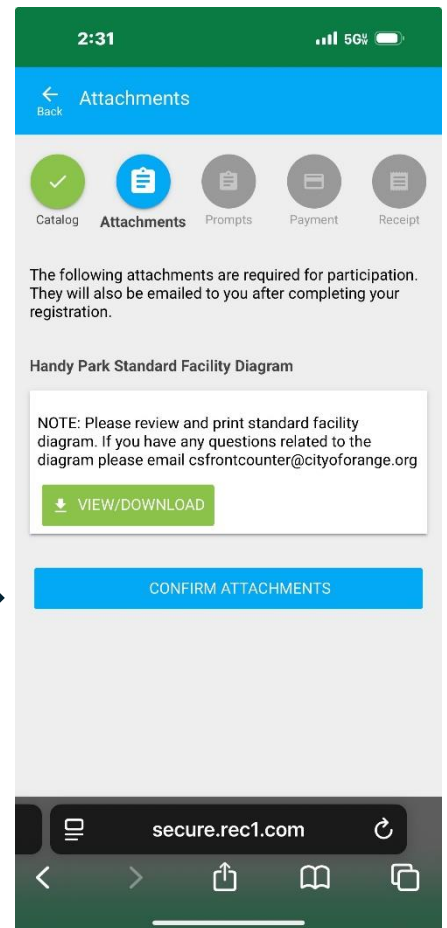
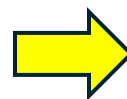
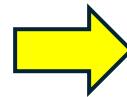
6. Select available date and timeframe. Facility permits require a minimum reservation of four (4) hours, while picnic pavilion permits require a minimum of five (5) hours. Please ensure your selected time includes setup, the event itself, and cleanup before clicking "Add to Cart."



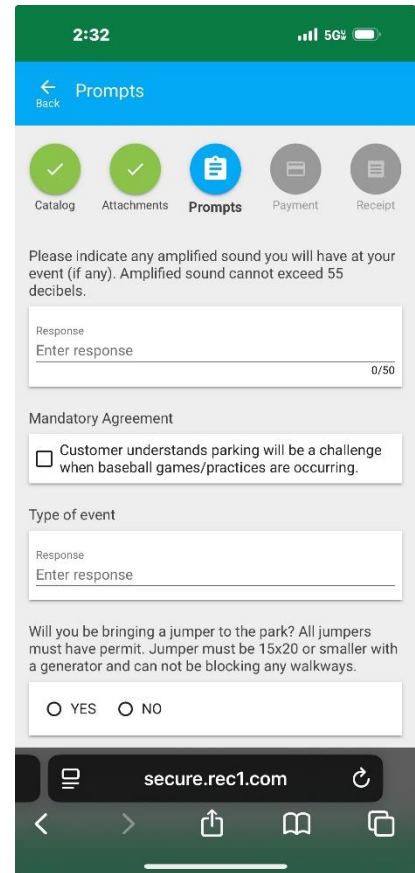
7. Review your permit details and then continue to checkout.



8. Tables and chairs will be provided for facility rentals (for picnic pavilions the specific number of permanent tables are indicated). Be sure to review the Standard Diagram layout before proceeding.



9. Please read and provide answers to all prompts. Then submit your response to continue



10. Input the payment method. Please note that the system only accepts MASTERCARD or VISA credit card. Review your location, date, and time of permit before continuing to payment A permit facility diagram and receipt will be emailed once payment is completed.

