

Requesting a Recreation Center Room online

<https://apm.activecommunities.com/denver>

- All individuals requesting a Recreation Center Room online must first create an account. In order to create an account, please click on 'Create an Account' and complete all required fields.
- When creating your account, the email address you list will be used as your login name for future online use. During account creation, you will also be required to provide a password that will be used with your email address when logging in.
- Once your account has been created, please follow these steps to request a Recreation Center Room online.
- Click on 'Facility Reservations | Permits'.

Facility Reservations | Permits



Request permits for athletic fields/courts, event venues, picnic and campground sites, boating, and Recreation Center rooms.

- Click on 'Field, Event, Picnic & Boating'.

Field, Event, Picnic & Boating

- If you are not already logged in to the site, you will be prompted to do so at this time by entering your email address (login) and your password.

Already have an account?

Login

Password

Remember me on this computer?

[Forget your password?](#)

Don't have an Account?

- After logging in (or creating an account), you will need to select 'REC: Room Rental' as the Event Type, type in a Description for the event (Example: Smith Family Reunion), and type in the number of guests that will be participating. Then click on 'Continue'.

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., Johnson Wedding)

Maximum Number of Guests

Continue

- You will then be directed to the 'Reservation: Facility/Equipment Search' page. This is where you can narrow down the search criteria to select the specific facility you want to request.

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	Any Area
13th & Xenia Park	Downtown Region
46th & Pecos Park	E Region
51st & Zuni Park	Mountain
Adaptive/Community Rec. Ofc	NE Region

Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type

- REC: Game/Lounge/Lobby
- REC: Kitchen
- REC: Multi-Purpose - Large
- REC: Multi-Purpose - Medium

Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility

- ADR/CMR: Kitchen
- ASH: Arts & Crafts
- ASH: Game Room
- ASH: Lounge

Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet of the requirements

Unspecified

- Coffee Maker
- Dishwasher
- DVD/DVD Cart
- Food Prep Area

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

- You can filter down your selections, by highlighting a location, area, facility type, or specific facility. You may also highlight multiple selections – if you do, you will need to hold down the CTRL button before clicking on your next selection. Once you have completed highlighting your selection(s), click on 'Continue'.

- On the next screen below, you will need to check the box under 'Select' and then click on 'Continue'.

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	AZT: Multi-Purpose Facility	Minute	Aztlan Recreation Center 4435 N. Navajo St. Denver, CO 80211 (303) 458-4899

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

- On the next screen, you will be prompted to select the date range that you would like to request the facility, by selecting the 'Begin Date' and 'End Date'.
- Once typing in the beginning and ending date, you will need to specify the time you would like to request the facility. **DO NOT CHANGE THE 'START AT' DROP DOWN SELECTION – PLEASE LEAVE IT AT 'EXACT TIME'.**
- Type in the time that your Room Rental request will begin and select 'am' or 'pm' (Ex: 5:00 pm).
- After typing in the time, select the 'Duration'. This is how long you wish your Room Rental request to be. For example, if you want your request to be from 5:00 – 7:00 pm, you would enter 2 in the 'hours' field.
- Once you have entered the 'Duration', click on 'Continue'.

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: 2018 Jun 1

-- AND --

Number of Weeks: []

-- OR --

End Date: 2018 Jun 1

Specify when the event starts

Start at: Exact Time

Exact Time: 5:00 [am] [pm]

Specify how long the event lasts

Duration: 2 (hours) 0 (minutes)

To review your event dates, click [Continue](#)

- If you selected a date range on the previous screen (more than one day), then the next screen is the 'Reservation Date Pattern' page. On this screen, you will need to select the days of the week that you wish to request within the date range you selected on the previous screen. For example, if you selected a date range of April 1-30 and wanted to select every Monday and Wednesday within this date range, then you would need to click on the 'Mon' and 'Wed' button. This process would allow you to request every Monday and Wednesday from April 1 through April 30. Once you have selected your date patterns, click on 'Continue'.

Reservation Date Pattern

Please use one of the tables below to indicate the days on which your event occurs (unless your event meets every day within the range you specified).

(Click on the day of the week column heading to select all occurrences of that day)

Monthly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fourth		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-OR-

Weekly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Every other week		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you are done, click [Continue](#)

- If you selected only one date on the 'Reservation Event Dates' page (as shown in the earlier screen shot), then you will be directed to the 'Review Reservation Event Dates' page. This page will give you an opportunity to review the dates that you have requested at the specific facility. Please note that the highlighted date(s) is just the date(s) you have identified as your requests – at this point in the process, the system has yet to identify whether or not your selected facility, date, and time are available.

Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.
* indicates a date which you have changed from the requested pattern of dates and times.

June, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 5:00 pm 2 hours	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

- To change the time of one of your requested dates, simply click on the hyperlinked date (number) highlighted in yellow. You will be directed to the 'Change Event Time' screen. Here, you can type in the new time and then click on 'Save'. The system will then update the above calendar with the new time. To remove the requested date entirely, just click on the 'Remove' button shown below.

Change Event Time

▼ Change Event Time for Friday, June 1, 2018

General Time of Day ▼

-- OR --

Exact Time am
 pm

Duration: (hours) (minutes)

Change the meeting time, then click

To cancel this request, click

- Once you have reviewed all of your highlighted dates on the calendar (and made any necessary adjustments), click on 'Continue'. When directed to the next screen, if you see a red 'X' (as shown below) there is a conflict with the date(s) or time(s) you have requested. This typically means that this facility is already reserved in the system for the dates/times you have selected.

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
	AZT: Multi-Purpose	Facility	Aztlán Recreation Center 4435 N. Navajo St. Denver, CO 80211 (303) 458-4899	--	Charge : --		1 date is not available

[Select All](#)
[Deselect All](#)

When you have selected the facilities/equipment to reserve, click

- At this point, you would need to select different dates, times, or a new facility. To do this, you can click on the drop-down field (shown below) to select which step you would like to go back to.

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

▼

- If the facility is available on the dates and times you selected, then you will see a screen like the one shown below. The checkbox will be checked next to the facility you've requested. If the facility is available, you will not see the red 'X'. To proceed at this point, click 'Continue'.

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"/>	AZT: Multi-Purpose	Facility	Aztlan Recreation Center 4435 N. Navajo St. Denver, CO 80211 (303) 458-4899	--	Charge : --	0	Review selected time.

[Select All](#)
[Deselect All](#)

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

- You will then be prompted to answer all custom questions and acknowledge all waivers.

Reservation Checklist / Questions

Please answer the following questions (* - required).

Questions (* - required field)

Do you need any tables?*

Do you need any chairs?*

What other amenities would you like to request? NOTE: The amenities listed below are not available at every location. You may be responsible for providing your own, depending on availability.

- Projector
- Projection Screen
- TV
- Sound System
- Microphone

When you are done, click [Continue](#)

- The last step in the process is to review the dates you have requested and click on Submit. The waiver language on this screen does not necessarily apply because you will not be entering your credit card information at this time. By clicking on Submit, your reservation request is finalized.

Reservation Review

This is the final step in your reservation!

Review the information carefully.

AZT: Multi-Purpose at Aztlan Recreation Center

#	Day	Date	Time
1	Friday	Jun 8, 2018	5pm to 7pm

For all transactions that require online payment: By entering your credit card information and submitting for payment you are authorizing Denver Parks & Recreation to process your payment. If full payment is not received, Denver Parks & Recreation reserves the right to cancel any membership, permit, or activity enrollment. Any questions about using your card online should be directed to your bank or financial institution.

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click [Submit](#)

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

[Checklist / Questions](#) [Go Back](#)

- You will be directed to the receipt page where you can review your request.

Reservation Request Receipt

THANK YOU

For Your Reservation Request! Your request number is 9027189.

Please print this request and keep a copy for your records.

Thank you! Your reservation request has been received.

You will receive an email notification - please check your email regularly for this message which will include the next steps in finalizing your permit.

Prepared May 18, 2018 1:31 PM

Status Pending approval

Notes --

Print

Reservation(s) Requested

Event		Resource	Center		Notes
Smith Family Reunion Type: REC: Room Rental Attend/Qty: 50		AZT: Multi-Purpose	Aztlan Recreation Center 4435 N. Navajo St. Denver, CO 80211 (303) 458-4899		Square Footage: 928 ft. Carpet Floor Banquet Capacity: 45 Theatre Capacity: 60 Tables Chairs Projector Projection Screen TV DVD Player
Days Requested		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Friday	Jun 8, 2018	5:00 PM	2 hours	Jun 8, 2018	7:00 PM
Summary					Notes
Total Number of Dates: 1					--
Total Time: 2 hours					

- Again, the process you just completed was for a REQUEST only. Our Recreation Center Rental team will review your request, add any applicable fees, and then contact you regarding the next steps. At this time, your request is pending – it has not been approved.