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’.

- Click on ‘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.

- 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’.
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.

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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Qty</th>
<th>Name</th>
<th>Type</th>
<th>Reservation Unit</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>50</td>
<td>AZT: Multi-Purpose Facility</td>
<td>Minute</td>
<td>Aztec Recreation Center</td>
<td>4435 N. Navajo St. Denver, CO 80211 (303) 458-4899</td>
</tr>
</tbody>
</table>

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’.

• 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’. 
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.

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.
• 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.

• 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.

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

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

• 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.