

Athletic Field and Tennis Court Request Instructions

Online permit requests are managed through a third-party system—please review the instructions below for the smoothest experience possible while submitting an online request.

Basic troubleshooting tips are available at the bottom of this document.

The ActiveNet Customer Portal (reservation site) works best when used in the following browsers:

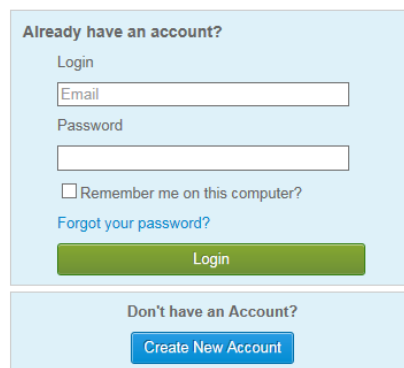
- Internet Explorer 11
- Google Chrome: latest version
- Microsoft Edge Browser: latest version

Should you experience problems with your login credentials or have any other technical difficulties, please email: PR_OnlineServiceCenter@denvergov.org.

Please visit <https://apm.activecommunities.com/denver/Home> or go directly to https://apm.activecommunities.com/denver/Facility_Search?keyword=picnic&applyFiltersDefaultValue=true&cat=Facilities

Then, Either:

- Sign in
 - If you've forgotten your password, please enter your email and then click "Forgot your Password?" and an email will be sent to you with your temporary password (if needed). Then, use your email and temporary password to log in
 - OR
- Create and account in the upper righthand corner. All individuals reserving a picnic suite must have an account, for permit requests. If you have previously done business with Denver Parks and Recreation, you most likely have an account already.
 - To create an account, please click "Create an Account" and complete all required fields.



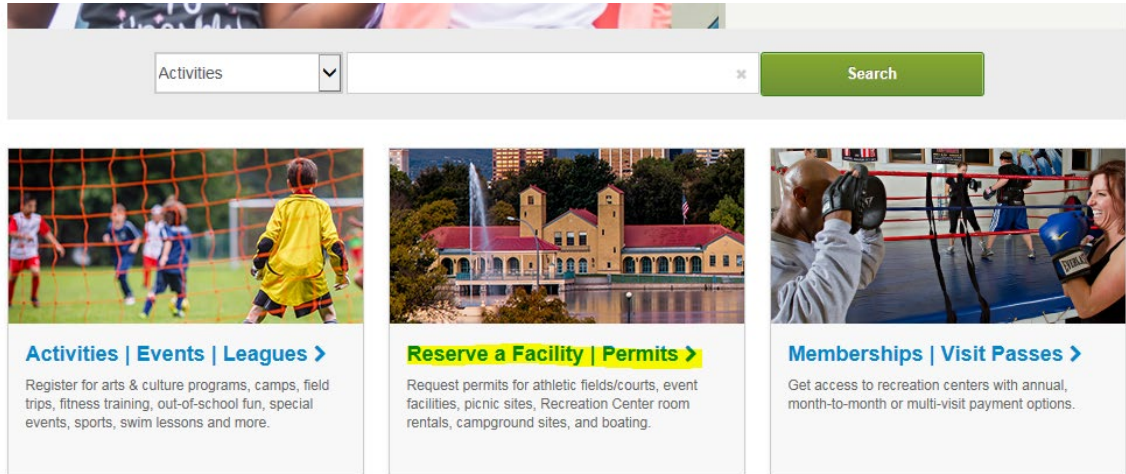
The screenshot shows a login and account creation form. At the top, it asks "Already have an account?". Below this, there are fields for "Login" (Email) and "Password". There is a checkbox for "Remember me on this computer?". A link for "Forgot your password?" is provided. A green "Login" button is at the bottom of the login section. Below the login section, there is a section for "Don't have an Account?" with a blue "Create New Account" button.

- When creating your account, the email address you list will be utilized as your login name, for future online use. During the account creation you will also be required to provide a password that will be used with your email address when logging in.
- Please follow the next steps to request your athletic field or tennis court.

Athletic Field and Tennis Court Request Instructions

From the Home Page

1. Click on the “Reserve a Facility/ Permits” link below the search bar



The screenshot shows the top navigation bar of the Denver Parks & Recreation website. It features a search bar with a dropdown menu set to "Activities" and a green "Search" button. Below the search bar are three main navigation tiles:

- Activities | Events | Leagues >**
Register for arts & culture programs, camps, field trips, fitness training, out-of-school fun, special events, sports, swim lessons and more.
- Reserve a Facility | Permits >**
Request permits for athletic fields/courts, event facilities, picnic sites, Recreation Center room rentals, campground sites, and boating.
- Memberships | Visit Passes >**
Get access to recreation centers with annual, month-to-month or multi-visit payment options.

2. Then, click the “Park, Field & Facility Rentals” button



The banner features the Denver Parks & Recreation logo on the left. The main text reads: "Reserve Picnics, Fields, Facilities, Camp Sites, and more". Below this, a purple button contains the text "DENVERGOV.ORG/PERMITS". The background of the banner shows a scenic view of a park with a large, white, classical-style pavilion building reflected in a body of water.

Welcome to Denver Parks and Recreation's facility reservation page!

PLEASE NOTE: Not all facilities may be reserved through our online portal. For reservations at all other facilities, please refer to directions on our main website.

Permit / Rental requests are processed during the current season ONLY - reservation requests for dates outside the current season will be automatically DENIED.

Find season dates + more details about the permits offered via this process:

- [Athletic Fields and Tennis Courts](#)
- [Picnics](#)
- [Event Facilities](#)
- [Recreation Center Rentals](#)
- [Chief Hosa Campground](#)
- [Boating Permits](#)

Park, Field & Facility Rentals

Rental Facilities and Permits

[Picnics](#) | [Athletic Fields & Courts](#) | [Event Facilities](#) | [Recreation Center Rentals](#) | [Boating](#)

Athletic Field and Tennis Court Request Instructions

3. This will redirect you to the Reservation Event Information page.
 - a. For Event Type, select “PER: Athletic Fields”
 - b. Title your activities under “Description”
 - c. Place the number of expected attendees under “Number of Guests”
 - d. Select “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.

* Event Type (Required) PER: Athletic Fields

* Description (Required) Soccer a Mile High (e.g., Johnson Wedding)

* Number of Guests (Required) 15

Continue

4. The Reservation: Facility/ Equipment Search page is where the location is selected
 - a. Skip the “Choose the location or area for your event” section
 - b. Select the field type you plan to request
 - c. Select the field you wish to be on
 - d. Skip the “Specify facility amenities or special features your event requires
 - e. Click “Continue”

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: Any Locations, 13th & Xenia Park, 46th & Pecos Park, 51st & Zuni Park, Adaptive/Community Rec. Ofc

Or:

Areas: Any Area, Downtown Region, E. Region, Mountain, NE Region

Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type, Field: Synthetic

Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Northfield Complex: Mixed Use 1 (Turf), Parkfield Park: Football (Turf - L), Parkfield Park: Soccer 1 (Turf - L), Parkfield Park: Soccer 2 (Turf - L), Valverde Park: Football 1 (Turf - L)

Specify facility amenities or special features your event requires

Use SHIFT or CTRL to select multiple requirements

Facility must have One of the requirements

Unspecified, Coffee Maker, Dishwasher, DVD/DVD Cart, Food Prep Area

When you have selected your requirements, click Continue

Athletic Field and Tennis Court Request Instructions

- This will populate the Reservation: Select Facility/ Equipment” page. Simply check under “Select” and hit continue, if this is the site you plan to request. If not, hit the “Go Back” button below.

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	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	<input type="text" value="15"/>	<input type="text" value="0"/>	Parkfield Park: Soccer 1 (Turf - L)	Facility	Hour	Parkfield 15555 E. 53rd Ave. Denver, CO 80239 (720) 913-0700

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

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

[Facilities/Equipment Search](#)

- Here you will be able to select your date, on the Reservation Event Dates page. Then, select the available timeslot that best matches when you plan to be on site. Please leave as “Exact Time”
 - Please be sure to note the season dates of availability through the Athletic Fields and Tennis Courts page of the Permitting website (www.denvergov.org/permits)

Reservation Event Dates

Parkfield Park: Soccer 1 (Turf - L) cannot be reserved more than 365 day(s) in advance.

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

-- AND --

Number of Weeks

-- OR --

End Date

Specify when the event starts

Start at

Exact Time am pm

Specify how long the event lasts

Duration: (hours)

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

Athletic Field and Tennis Court Request Instructions

- The Reservation Date Pattern page will allow you to select the days of the week you plan to be on-site within the requested date range.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Second		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Third		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fourth		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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](#)

- The “Review Reservation Event Dates” page simply shows what day(s) on the calendar you have selected.

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.

February, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 5:00 pm 2 hours	23
24	25 5:00 pm 2 hours	26	27 5:00 pm 2 hours	28		

March, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 5:00 pm 2 hours	2
3	4 5:00 pm 2 hours	5	6 5:00 pm 2 hours	7	8 5:00 pm 2 hours	9
10	11 5:00 pm 2 hours	12	13 5:00 pm 2 hours	14	15 5:00 pm 2 hours	16
17	18 5:00 pm 2 hours	19	20 5:00 pm 2 hours	21	22 5:00 pm 2 hours	23
24	25 5:00 pm 2 hours	26	27 5:00 pm 2 hours	28	29 5:00 pm 2 hours	30
31						

Athletic Field and Tennis Court Request Instructions

- a. If all dates requested are correct on this calendar, please select “Continue”
- b. To change the time of one of your requested dates, simply click on the hyperlinked and highlighted dates. You will be redirected to the Change Event Time page. Here you can type in the new time and then click “Save”.
 - i. The system will update the calendar with the new time.
- c. To remove the requested date entirely, just select “Remove”, shown below

Change Event Time

▼ Change Event Time for Friday, February 22, 2019

General Time of Day

-- OR --

Exact Time am
 pm

Duration: (hours) (minutes)

Change the meeting time, then click

To cancel this request, click

- d. To add a new date, simply click on the not-highlighted hyperlinked date that you wish to add. You will be redirected to the Set Event Time page. Here you may select the time and duration of this date or select “Cancel” to go back

Set Event Time

▼ Add Meeting Date: Saturday, February 23, 2019

General Time of Day

-- OR --

Exact Time am
 pm

Duration (hours) (minutes)

Specify the meeting time and click

To avoid adding this date, click

Athletic Field and Tennis Court Request Instructions

9. The next page is the Reservation Facilities/ Equipment Availability” page. This will show if the date(s) and location(s) are available with a blank checkbox under “Request” OR that the date is unavailable with a red “X” under “Request.”
 - a. If the request is available, select the checkbox under “request” and hit “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
X	Parkfield Park: Soccer 1 (Turf - L)	Facility	Parkfield 15555 E. 53rd Ave. Denver, CO 80239 (720) 913-0700		-- Charge : --		19 dates are not available
Select All Deselect All							

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

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

Customize/Review Event Date(s) [Go Back](#)

- b. If the request is unavailable (X), you may request different time(s), date(s) or location(s) using the “Go Back” Option below

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"/>	Parkfield Park: Soccer 1 (Turf - L)	Facility	Parkfield 15555 E. 53rd Ave. Denver, CO 80239 (720) 913-0700		-- Charge : --	0	Review selected time.
Select All Deselect All							

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

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

Customize/Review Event Date(s) [Go Back](#)

Athletic Field and Tennis Court Request Instructions

- When continuing, the next page will require the waivers – select the links to read these documents – to be acknowledge by your initials and custom questions to be answered. Please answer accordingly, and click “Continue”

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	Athletic Field Information	Athletic Field Information
<input type="checkbox"/>	No	Maintenance Request Form	Maintenance Request Form
Initials: <input type="text"/>	Yes	PER: Athletic Field Use Permit Consequences	Athletic Field Use Permit Consequences
Initials: <input type="text"/>	Yes	Waiver - Athletic Field	Waiver - Athletic Field

Please answer the following questions.

Questions
*What sport/activity will your group be partaking in during your reservation? (Required) <input type="text"/>
*What is the full name of your organization? (Required) <input type="text"/>
*Is your organization a 501(c)(3)(non profit)? If yes, you are required to provide a current 501(c)(3) certificate prior to receiving your final permit. (Required) <input type="text"/>
*Is this permit for a practice or game? (Required) <input type="text"/>
*Is this reservation request for a tournament? (Required) <input type="text"/>
*Are your participants for this reservation request youth or adult? (Required) <input type="text"/>

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

- The next page will ask for confirmation of the submission. Please follow the prompts.
- After your reservation request has been submitted and payment information has been entered, an autogenerated email notification will be sent to you, indicating your request is pending. You will be contacted on the next business day to make payment within the following 24 hours. If insurance is required of your group, we will let you know

Athletic Field and Tennis Court Request Instructions

Trouble Shooting:

Error message: “No Results match your criteria”

Reservation: Facility / Equipment Search

No results match your criteria.

Please use the fields below to find facilities/equipment for your event.

- This message is typically caused by one of two situations:
 - The Number of Guests entered in “Attendance” on the Reservation Event Information page exceeds the capacity limit of the requested site(s).
 - Equipment or location has been selected on the Reservation: Facility/ Equipment Search page (step 4)