Visit our Online Reservation page: https://apm.activecommunities.com/denver/Home
- All individuals requesting an Event Facility must have an account. If you’ve permitted with us before or done business with Denver Parks & Rec, please use that log in information.
- To create an account, please click on Sign In/Up and complete all required fields.
  - When creating your account, the email address you list will serve as your username for future use.
- Once your account has been created, please follow these steps to request an Event Facility online.
- Should you experience problems with your login credentials or have technical difficulties, please email PR_OnlineServiceCenter@denvergov.org.
Select your Facility / Equipment Search

reservation Event Information

- Event Type: “EVT” with the facility name you are requesting
- Description: Title for your Activity
- Number of Guests: Enter number of total in attendance. Please note that capacity limits are based on Fire Code and cannot be exceeded.

skipped fields:
- Choose the location or area, for your event — leave as is
- Choose the facility for your event — select any
- Specify facility amenities or special features your event requires — leave as is

When you have selected your requirements, click Continue.
Your Begin and End Dates will be the same.

Select the start time that best matches when you plan to be on site and the duration of the request (including set-up and clean-up time).

The yellow box represents your desired date.
Press "Continue" if correct.

If everything looks correct, check the box under "Select" and click Continue.
If not, click the "Go Back" button below.
Requesting an Event Facility Online

Reservation Facilities/Equipment Availability: This page will show if the date and location is available with a blank checkbox under “Request” OR that the date is unavailable with a red X under “Request”

Available!
Check the box and press “Continue”

Not available!
You may request an alternate date or location using the “Go Back” button below

Reservation Checklist/Questions

This page will require initialing of waivers and answering questions.
Click on the linked Attachments to review—these Requirements/Regulations are conditions of your permit. Permit holders must comply

Please answer accordingly and click “Continue”

Reservation Review

Review your reservation one last time and click “Continue”

The next page will require payment information—please follow the prompts
An auto-generated email will be sent with your request information.

**At this time your request is pending. Our Events Coordinator will review your request, add any applicable fees, and contact you regarding next steps. **