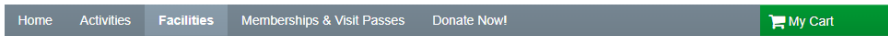
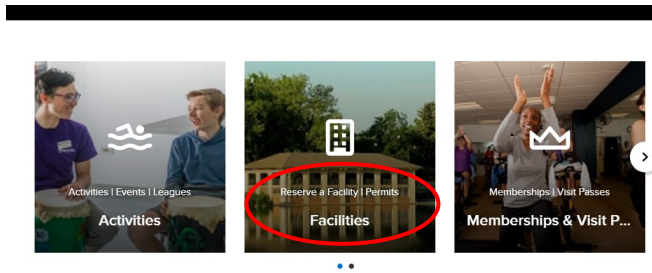


Visit our Online Reservation page: <https://apm.activecommunities.com/denver/Home>

- 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](mailto:PR_OnlineServiceCenter@denvergov.org)

From the **Home Page**, click on the **"Reserve a Facility | Permits"** button



## Reserve Options

> Home Page > Reserve Options

From the **Reserve Page**:  
Select **"Rental Facility & Permits"**

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](#)
- [Boating Permits](#)
- [Chief Hosa Campground](#)
- [Event Facilities](#)
- [Picnics](#)

**Rental Facilities and Permits**

**Rental Facilities and Permits**

[Athletic Fields and Courts](#) | [Boating Permits](#) | [Event Facilities](#) | [Picnics](#)

**View Facility Availability**

**View Facility Availability**

View Facility availability in calendar format. NOTE: Not all facilities can be reserved.

**Campground Reservations**

**Chief Hosa Campground (303.526.1324)**

Reservations for Chief Hosa Campground are now being accepted online. The Campground Season is from June 15, 2020 - September 21, 2020.

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)

\*Description (Required)  (e.g., Johnson Wedding)

\*Number of Guests (Required)

[Continue](#)

- **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.**

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  
13th & Xenia Park  
46th & Pecos Park  
5090 Broadway Rec Ctr  
51st & Zuni Park

Any Area  
Downtown Region  
E Region  
Mountain  
NE Region

**SKIP** the "Choose the location or area, for your event" section—**leave as is**

**Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

Any Facility  
Event Venue: Central Park Pavilion

Select your Facility

**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](#)

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

[Start Over](#) [Go Back](#)

**SKIP** the "Specify facility amenities or special features your event requires" section—**leave as is**

Click [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	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	45	0	Event Venue: Central Park Pavilion Facility	Facility	Minute	Central Park Pavilion 8061 E. Martin Luther King Blvd. S. Denver, CO 80238

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 **Go Back**

If everything looks correct, check the box under "Select" and click **Continue**.  
If not, click the "Go Back" button below

**Reservation Event Dates**

Event Venue: Central Park Pavilion cannot be reserved more than 365 day(s) in advance.  
Event Venue: Central Park Pavilion must be reserved at least 30 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 2020 Apr 8

- AND -

Number of Weeks

- OR -

End Date 2020 Apr 8

**Specify when the event starts**

Start at Exact Time  
Exact Time 2:00 am pm

**Specify how long the event lasts**

Duration: 4 (hours) 0 (minutes)

To review your event dates, click **Continue**

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

Search Results **Go Back**

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).

**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.

**April, 2020**

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

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

**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”

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee (estimated)	Comment
<input checked="" type="checkbox"/>	Event Venue: Central Park Pavilion	Facility	Central Park Pavilion 8061 E. Martin Luther King Blvd. S. Denver, CO 80238	--	Charge : \$210.00	0	Review selected time.

Select All  
Deselect All

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

**Available!**  
Check the box and press “Continue”

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee (estimated)	Comment
<input checked="" type="checkbox"/>	Event Venue: Central Park Pavilion	Facility	Central Park Pavilion 8061 E. Martin Luther King Blvd. S. Denver, CO 80238	--	Charge : \$210.00	0	1 date is 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](#)

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

## 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" value="ABC"/>	Yes	COVID Requirements - Event Facilities	<a href="#">COVID Requirements - Event Facilities</a>
Initials: <input type="text" value="ABC"/>	Yes	I understand the \$210 deposit is non-refundable. --	
Initials: <input type="text" value="ABC"/>	No	Please Read - Event Facility Regulations	<a href="#">Event Facility Regulations</a>

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 the following questions.

Questions

\*Will you have any other special equipment at your event? (Required)

\*Will alcohol be served and/or sold? (Required)

\*Do the attendees of the event need to purchase tickets to attend? (Required)

Please answer accordingly and click “Continue”

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

## Reservation Review

This is the final step in your reservation!  
Review the information carefully.  
When you click on the Submit button below, you will be asked to pay the charge amount of **\$210.00**.

Event Venue: Central Park Pavilion at Central Park Pavilion

#	Day	Date	Time
1	Wednesday	Apr 8, 2020	2pm to 6pm

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 [Continue](#)

Use the following list to go back to a previous step.  
[Checklist / Questions](#) [Go Back](#)

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. \*\***