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 Create an Account 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.

*One permit per day is allowed, per location.
*Nov 1 Information:
- Reservations for the Central Park Pavilion, City Park Pavilion, and Washington Park Boathouse will open online at 12:00am (Midnight) on November 1.
- Please be advised you may experience a delay in accessing the system, depending on your browser and overall connectivity.
- We recommend that your account and password are updated prior to November 1.
- Technical support will be available from 11:00pm October 31 until 1:30am on November 1. Please allow 30 minutes for response.
- Central Park Pavilion: Available January to December, yearly
- City Park Pavilion: Available April 15—October 15, 2:00pm—11:00pm
- Washington Park Boathouse: Available April 15—October 15, yearly

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

From the Reserve Page: Select “Park, Field & Facility Events”
Reservation Event Information

- **Event Type:** "EVT:" with the facility name you are requesting
- **Description:** Title for your Event
- **Number of Guests:** Enter number of total in attendance. Please note that capacity limits are based on Fire Code and cannot be exceeded. Please see the “Space Availability” tab of the individual facility’s page [HERE](#).

Reservation: Facility / Equipment Search

- **Event Type:** "EVT:" with the facility name you are requesting
- **Description:** Title for your Event
- **Number of Guests:** Enter number of total in attendance. Please note that capacity limits are based on Fire Code and cannot be exceeded. Please see the “Space Availability” tab of the individual facility’s page [HERE](#).

**Location:**
- **Any Locations**
- **13th & Xeroa Park**
- **45th & Pecos Park**
- **5096 Broadway Rec Ctr**
- **51st & Zuni Park**

**Facility:**
- **Any Facility**
- **Event Venue: Central Park Pavilion**

**Facility Amenities:**
- **Unspecified**
- **Coffee Maker**
- **Dishtwasher**
- **DVD/DVD Cart**
- **Food Prep Area**

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

**Select your Facility**

**Skip** the "Specify facility amenities or special features your event requires" section—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.
### 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”.

<table>
<thead>
<tr>
<th>Request</th>
<th>Name</th>
<th>Type</th>
<th>Location</th>
<th>Deposit</th>
<th>Estimate</th>
<th>Processing Fee (estimated)</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Event Venue: Central Park Pavilion</td>
<td></td>
<td>8061 E. Martin Luther King Blvd S, Denver, CO 80236</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use the following list to go back to a previous step

**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. 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 Event Coordinator will review your request, add any applicable fees, and contact you regarding next steps.**