Requesting the Carla Madison Recreation Center Rooftop Facility

https://apm.activecommunities.com/denver

- All individuals requesting the Carla Madison Recreation Center Rooftop Facility 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 the Carla Madison Recreation Center Rooftop Facility online.
- Click on ‘Facility Reservations | Permits’

- 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 the Event Type for the Carla Madison Rooftop Facility - ‘EVT: Carla Madison Rooftop Facility’.
- Then you must type in a Description for the event (Example: Johnson Wedding)
- Next, type in the number of guests attending and then click on ‘Continue’
Reservation Event Information

Welcome to the Reservation Request Site!

- You will then be directed to the ‘Reservation: Facility/Equipment Search’ page. On this screen, you must select Carla Madison Rooftop Facility under the ‘Choose the facility for your event’ box. Then click on ‘Continue’.

**NOTE:** Do not select any of the amenities listed in the ‘Specific facility amenities or special features your event requires’ box. If you select any of these, you will not be able to move forward – no results will match your criteria. This information will be discussed at a later time with the Event Coordinator.

Reservation: Facility / Equipment Search

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

- On the next screen below, you will need to check the box under ‘Select’ and then click on ‘Continue’
On the next screen, you will be prompted to select the date that you would like to request the Rooftop Facility, by entering the 'Begin Date' and 'End Date'.

You will then need to enter in the exact start time of the event by typing in the time in the 'Exact Time' box and selecting 'am' or 'pm'.

NOTE: The Carla Madison Rooftop Facility can be reserved a minimum of 30 days in advance and no more than 365 days in advance.

Lastly, specify how long the event will last (in hours) in the 'Duration' box.

Then click 'Continue'.

Reservation Event Dates

Carla Madison Rooftop Facility 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 [2019 <-> Aug <-> 24] AND

Number of Weeks

End Date [2019 <-> Aug <-> 24]

Specify when the event starts

Start at

Exact Time [6:00] ○ am ○ pm

Specify how long the event lasts

Duration: [4] [0] (hours) [0] (minutes)

To review your event dates, click Continue

- On the next screen, you will be directed to a calendar with your event date highlighted. If the date and time are correct, click on 'Continue'. If they aren't correct, click on the 'Go Back' button.
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.

- You will then be directed to the ‘Reservation Facilities/Equipment Availability’ screen. If the checkbox under ‘Request’ is checked (as shown below), then the Rooftop is available on the date and time you have requested. Click on ‘Continue’ to proceed.

Reservation Facilities/Equipment Availability

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

<table>
<thead>
<tr>
<th>Request</th>
<th>Name</th>
<th>Type</th>
<th>Location</th>
<th>Deposit</th>
<th>Estimate</th>
<th>Processing Fee</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Carla Madison Rooftop Facility</td>
<td>Facility</td>
<td>Carla Madison Recreation Center</td>
<td>Charge: $230.00</td>
<td>0</td>
<td>Review selected time</td>
<td></td>
</tr>
</tbody>
</table>

Select All
De-select All

When you have selected the facilities/equipment to reserve, click

Continue

NOTE: If there is a red ‘X’ under ‘Request’, then the Rooftop is not available on the date and time you requested. You would then need to go back and select a new date and time by clicking the ‘Go Back’ button.

- Next, you will be prompted to acknowledge/initial all checklist items and answer the required custom question as shown below. Once you have completed this, click on ‘Continue’.
Reservation Checklist / Questions

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

Select Checklist Items

<table>
<thead>
<tr>
<th>Agree to Waiver</th>
<th>Required</th>
<th>Description</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Carla Madison Rooftop Facility - Rental Agreement</td>
<td>Carla Madison Rooftop Facility - Rental Agreement</td>
</tr>
</tbody>
</table>

Please answer the following questions.

Questions

*Will you be serving alcohol? (Required) [ ]

When you are done, click [Continue]

- You will be directed to the ‘Reservation Review’ screen. This is the final step in completing your request. Simply review the information listed and click on ‘Submit’.

- After clicking on ‘Submit’, you will be directed to the Payment Information page.
- Enter your credit card information and then click on, Continue
- You will then be directed to the ‘Reservation Request Receipt’ page.

Reservation Request Receipt

THANK YOU

For Your Reservation Request! Your request number is R39516

Please print this request and keep a copy for your records.

Thank you! Your reservation request has been received.

You will receive an email notification - please check your email regularly for this message which will include the next steps in finalizing your permit.

Prepared Feb 1, 2019 3:11 PM
Status: Pending approval
Notes: 

- Again, the process you just completed was for a REQUEST only. Our event staff 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.
- You should also receive an auto-generated receipt email from the system informing you that your request has been received.