Completing an online Recreation Center Room Rental Request

- Click on the ‘Sign In/Up’ button

- Enter your login credentials and then click on ‘Sign in’

Sign in

*Email address (Required)

c19@denvergov.org

*Password (Required)

*******

Forgot your password?

Sign in

Don't have an account? Join

- Once signed in, click on the ‘Facilities’ tab at the top of the screen

- Next, scroll through and click on the ‘Recreation Center Room Rental’ button

- On the next screen, search for and click on the room you would like to request.
On the next screen, the description of the room will be listed.

**Montclair: Multi-Purpose**

REC: Multi-Purpose - Medium

- No Limitations
- Montclair Recreation Center
- 729 ULSTER WAY
  Denver, CO. 80230
- (720) 865-0560
- Jon Allen, Supervisor

Description: Price: $54 per hour
Banquet Capacity: 50
Theater Capacity: 75
Square Footage: 1,536 ft.

After confirming this room meets your needs, click on the ‘Date’ text field and select the date and time you would like to request. And then click on ‘Apply’.
• On the next screen, enter in the number of attendees in your group in the ‘Attendee’ text field and then click on ‘Proceed’

Montclair: Multi-Purpose

REC: Multi-Purpose - Medium

- No Limitations
- Montclair Recreation Center
- 729 ULSTER WAY
- Denver, CO, 80230
- Jon Allen, Supervisor

Description: Price: $54 per hour
Banquet Capacity: 50
Theater Capacity: 75
Square Footage: 1,536 ft.

• On the Reservation form page, answer the three ‘Event Detail’ questions.

Reservation form

Event details

- Who do you reserve for? (Required)
  - Ian Ferguson

- Event name (Required)
  - Birthday Party

- Event type (Required)
  - REC: Recreation Center Room Rental

Birthday Party

1 booking

$0.00

Fee summary

Subtotal

$0.00

Tax

$0.00

Total

$0.00

Reserve

• After answering the three ‘Event Detail’ questions, scroll down and answer the three required custom questions.

Custom questions

- Do you need any tables? (Required)

- Do you need any chairs? (Required)

- Is this reservation being completed on behalf of an organization? (Required)
Lastly, at the bottom of the page, acknowledge the Rental Application and type in your initials.

**Waiver and information**

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

- I have read and agree to Rental Application - Acknowledgment [Attachment]. Required

Please enter your initials below

Next, click on the ‘Reserve’ button

- **Reserve**

On the Shopping Cart screen, acknowledge the waiver at the bottom of the screen and then click on ‘Finish’

**Shopping Cart**

<table>
<thead>
<tr>
<th>Ian Ferguson</th>
<th>IF</th>
<th>1 item, $0.00 in total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Birthday Party</strong></td>
<td></td>
<td>$0.00 ✔️</td>
</tr>
<tr>
<td>RESERVATION REQUEST</td>
<td></td>
<td>1 Resource(s): Montclair: Multi-Purpose</td>
</tr>
<tr>
<td>Number of booking(s): 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Order Summary**

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Now</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- Finish

**Waiver**

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

- I have read and agree to Reservation Waiver: Required

Your reservation request is now complete. Our staff will email you shortly to discuss next steps.