INSTRUCTIONS FOR RESERVING THE COMMUNITY CENTER

To view Calendars prior to making a reservation, creating an account or signing in to an already created account you will need to access our reservation system here:

1. A calendar view will display. Use the arrow to move between months. Use your cursor to click on the date you are interested in reserving a room(s). If a date is not available it will indicate “not available”.

2. Next - select “Book” next to the room or room combination you’re interested in reserving.

3. After choosing to book an event you will be asked to log in to your account.
   a. If you have not previously created an account you will need to create one now. Note: this reservation system is also used for our recreational programs so some questions may not apply but still need to be answered. An “n/a” is an option with some questions.
   b. After creating an account you are able to manage all of your information, save a credit card to your account to secure your deposit, pay for your reservation and make or change an existing reservation. It is preferred that you secure your reservation with a credit card.
4. To make a reservation – choose make a reservation from Customer account options or start with Step #1 above.

If creating a new account you will be asked to enter personal information and create a password. Then you will be asked to enter the event type a description and number of guests.

IMPORTANT: Please refer to the General Information document for room information & capacity before booking. If you choose a room that won’t accommodate the number of guests you will receive a message that the room is not available.

5. When making a reservation at the Community Center you will need to make the following choices defined below:
   • **Location** = Any
   • **Facility Type** = Any
   • **Choose Facility for Event** = choose specific room you want to reserve
   • **Choose** = Continue
   • **Select reservation / enter information / review / continue**
   • **Select the choice you have made and hit continue**
   • **Put in the exact date and exact time, duration (hours/minutes) choose continue**
   • **It will display a calendar with the date and time chosen – if okay, hit continue at the bottom of the screen**
   • **Answer questions re: an organization**

6. When making a reservation you will be asked if it is for an Organization.
   • If yes, you will be prompted for additional information re: that organization. The organization will be added to your reservation after approval.
   • If no, enter N/A and choose “Not applicable”. You will not go forward without putting N/A in the field.
Your reservation will be reviewed and approved by the City. You will receive an email with a permit number and a list of required actions needed. Please be sure to read what is required before your reservation is confirmed.

If you have questions or concerns please email communitycenter@steamboatsprings.net.

Please refer to City of Steamboat Springs official website / Facility Rentals to access the required “Community Center Facility Use Agreement form” as well as our General Information document containing information about key pick up, alcohol permit, etc.