

## 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”.**

Facility Type: Multi-purpose Room  
Center: Community Center

Today < March 2016 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
		View Available Times	View Available Times	View Available Times	View Available Times	View Available Times
6	7	8	9	10	11	12
View Available Times	View Available Times	View Available Times	View Available Times	View Available Times	View Available Times	View Available Times

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

Monday, February 29, 2016

Facility	Availability	Book
American Legion Room	7:00am to midnight	Book
American Legion Room with Kitchen	7:00am to 8:00am 4:00pm to midnight	Book
Community Room East	7:00am to 8:00am 4:00pm to midnight	Book
Community Room East and West	7:00am to 8:00am 4:00pm to midnight	Book
Community Room East and West w/Kitchen	7:00am to 8:00am 4:00pm to midnight	Book
Community Room East with Kitchen	7:00am to 8:00am 4:00pm to midnight	Book
Community Room West	7:00am to midnight	Book
Community Room West with Kitchen	7:00am to 8:00am 4:00pm to midnight	Book

- 3. After choosing to book an event you will be asked to log in to your account.**
  - 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.
  - 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.

The screenshot shows a web form titled "Reservation Event Information" with a sub-header "Welcome to the Reservation Request Site!". Below this is a section titled "Reservation" with a dropdown arrow. The form contains the following fields: "Event Type" with a dropdown menu showing "Other", "Description" with a text input field containing "Test party" and a small example "(e.g., Johnson Wedding)", and "Maximum Number of Guests" with a text input field containing "20". A "Continue" button is located at the bottom right of the form.

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.

Home Activities Reservations Memberships My Cart

### Reservation Checklist / Questions

Please answer the following questions (\* - required).

**Questions (\* - required field)**

Are you making this reservation on behalf of an organization?  No  Yes

Please specify organization name, address and phone number.\*  (No more than 500 characters)

When you are done, click Continue

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

Facilities/Equipment Search Go Back

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](mailto: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.