

INSTRUCTIONS ON HOW TO COMPLETE A PAVILION RENTAL

1. At www.warwickrec.com, log in with a household. If you do not have an account, you must create one.
2. After logging in, go to **Facilities** navigation and select either the **Reservation** link (then **Start Online Reservation**) or the **Facility List** (from which you can select **Reserve** button next to eligible facility).
3. Next select the location for the reservation from the dropdown. (If started reservation from facility then location will be populated). To see availability of the facility, you can click **View Calendar** or **View Availability** if necessary. Any facilities that are available for public reservations will be listed in the dropdown.
4. After selecting the location, you will schedule the date.
 - o Enter the Start Date. Click **Save Dates** button.
5. **Note:** If there is a conflict with dates, you will get a warning message not all your dates are available. If this happens, you can click **View Dates** to see what days had the conflict. The dates with the conflict will be removed in the next screen.
6. Enter the purpose for the reservation, such as the name of the event (i.e. Smith Birthday Party).
7. Enter the head count. Click **Continue**.
8. In the next screen, you can review the reservation, including the fees and schedule. If necessary, you can add or edit dates to your reservation or add a different reservation. When finished click **Continue to Checkout**.
9. Next, the item will be in the shopping cart. Read and agree to the disclaimer to continue checking out. Click **Check Out** when finished.
10. On Checkout Method Page select **Check Out Online**.
11. The next screen will have the amount owed and allow you to select **Pay In Full**. Make your selection and click **continue**.
12. The invoice total will be listed. Click **Continue to Credit Card Form**.
13. Fill out credit card information and click **Submit**.
14. Once the payment is complete, you will receive a receipt and a separate email with a permit.
15. You can view the permit in the household's **Account Overview Reservations** section.