

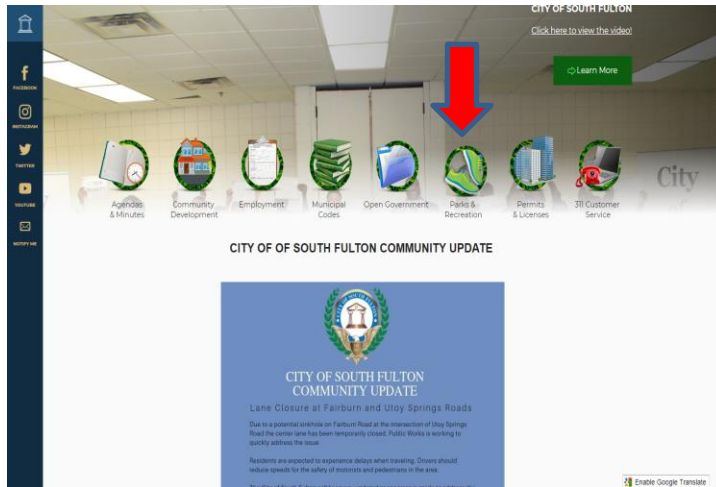
City of South Fulton Parks & Recreation

(470)-809-7275

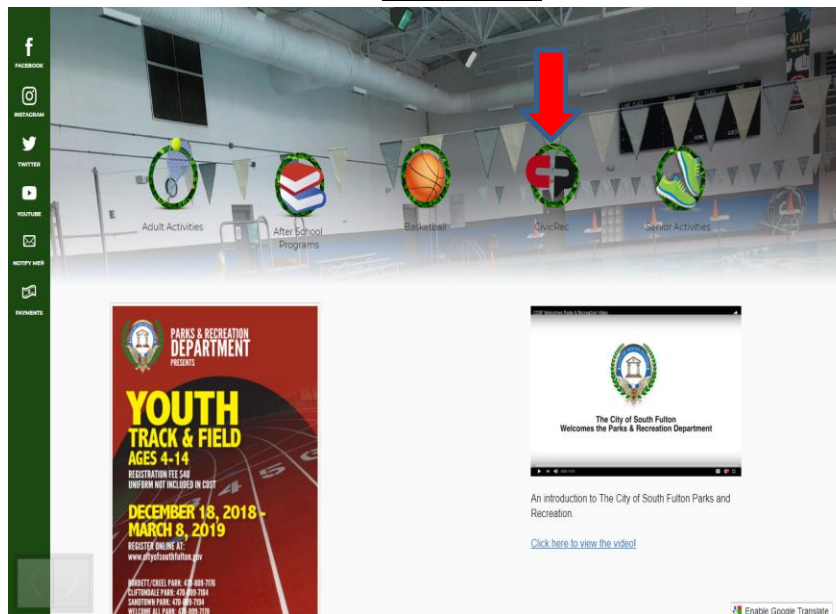
Online reservation instructions

Please see the screen shots and follow the instructions to make a reservation.

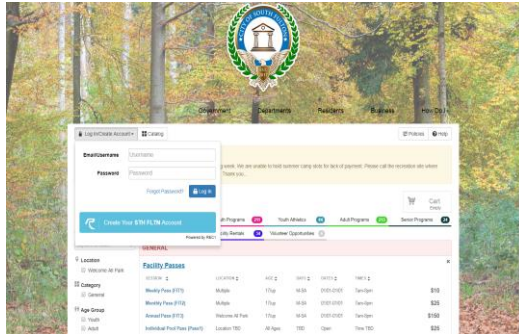
- 1) Visit www.cityofsouthfultonga.gov website.
- 2) Please click the icon that says **Parks & Recreation**.



- 3) Please click the icon for **CIVICREC**.

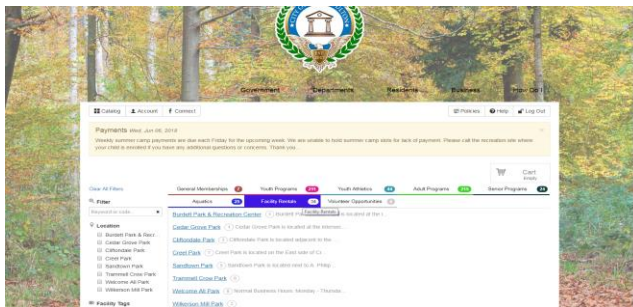


- 4) Please create an account where it says in blue **“Create your STF FLTN Account”**. If you already have, an account created please log into your existing account.

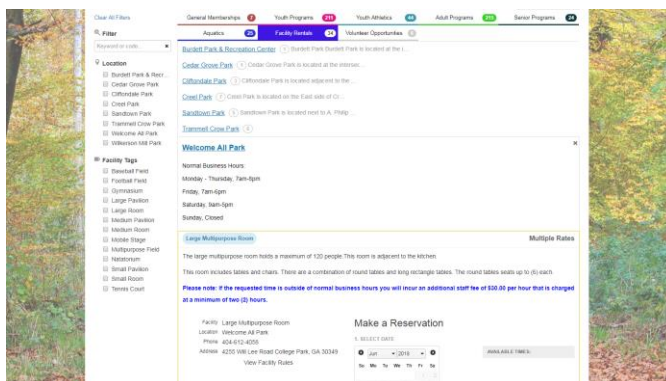


- 5) Once you have created an account or logged in, now you are ready to make your reservation.

- 6) Please click on **FACILITY RENTALS**.



- 7) Choose the location you will like to reserve for your event.



- 8) Please select the items you need to reserve. You may choose 2 or more items, ex. If you need a pavilion and a multipurpose room, you can click both.

9) Make sure you pick your **DATE & TIME FRAME** for both.

The screenshot shows a web interface for reserving a 'Large Multipurpose Room'. On the left, a sidebar lists various facility options: Medium Pavilion, Medium Room, Multipurpose Field, Multipurpose Room, Small Pavilion, Small Room, and Tennis Court. The main content area is titled 'Large Multipurpose Room' and includes a description: 'The large multipurpose room holds a maximum of 100 people. This room is adjacent to the kitchen. This room includes tables and chairs. There are a combination of round tables and long rectangle tables. The round tables seat up to (6) each.' Below this, a 'Please note' states: 'If the requested time is outside of normal business hours you will incur an additional staff fee of \$30.00 per hour that is charged at a minimum of two (2) hours.' The 'Make a Reservation' form has three main sections: 1. 'SELECT DATE' with a calendar for January 2018, showing dates 1 through 31. 2. 'SELECT RATE' with a dropdown menu currently set to 'Non-Resident (\$75/hour)'. 3. 'SELECT TIME' with a dropdown menu currently set to '09/14/2018'. A note below the time dropdown says 'Must reserve facility no less than 5 day(s) from the reservation date.' At the bottom of the form is a green 'Reserve' button. To the right of the form, there is a 'Multiple Rates' section with a list of rates. On the far right, there is a 'Cart' icon with a shopping cart symbol.

10) Once you have selected the items you will like to reserve, please click checkout.

11) Read the Parks policy and answer the prompts.

****Your reservation has been sent over to the administration person for review and approval. Once approved, FULL payment, with all including fees will need to be processed within 72 hours of approved notification.**

Please check your emails for further notifications.

If you have any questions, please contact Parks & Recreation during normal business hours 8:30am-5pm Monday-Friday

470-809-7275