

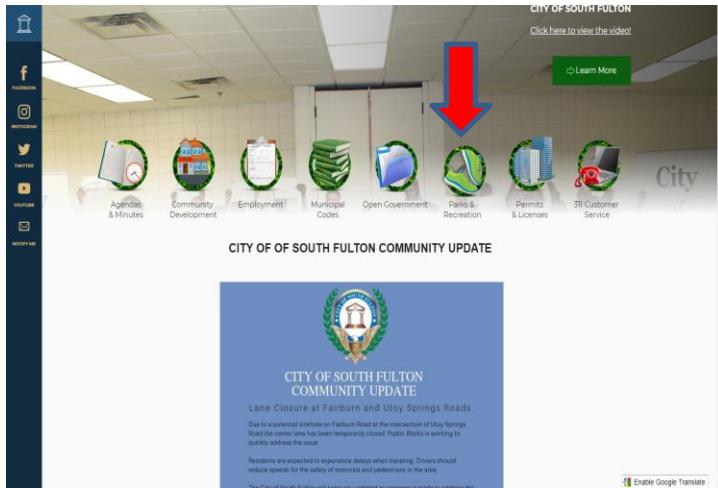
City of South Fulton Parks & Recreation

(470)-809-7275

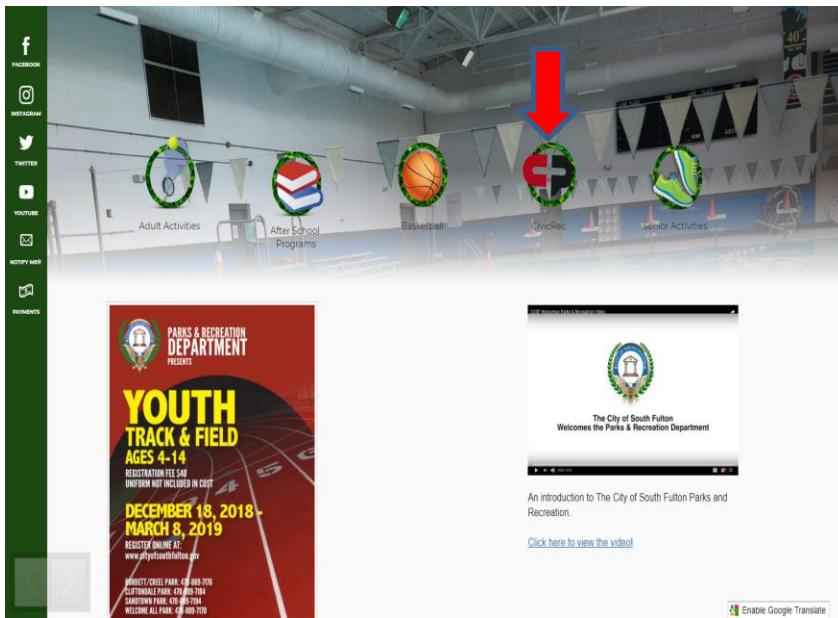
Online reservation instructions

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

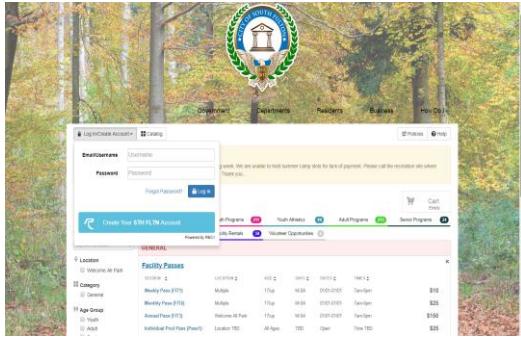
- 1) Visit www.cityofsouthfultonga.gov website.
- 2) Please click the icon that says **Parks & Recreation.**



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

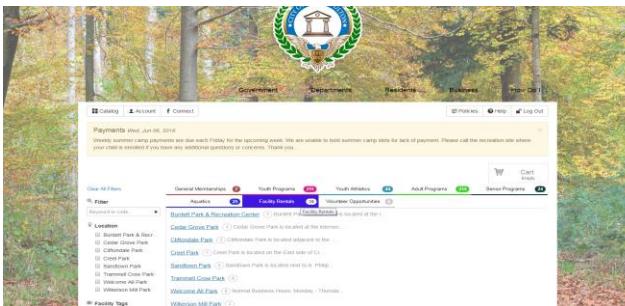


4) Please create an account where it says in blue “**Create your STF FLTN Account**”. If you already have, an account created please log into your existing account.

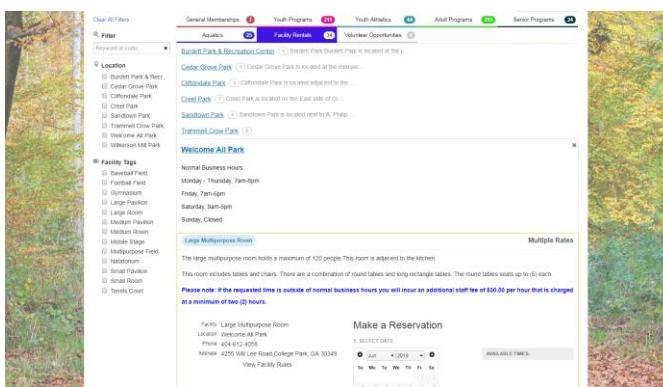


5) Once you have created an account or logged in, now you are ready to make your reservation.

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

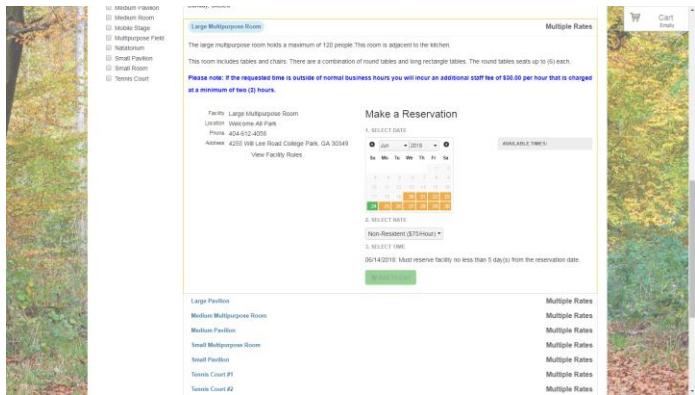


7) Choose the location you will like to reserve for your event.



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 reservation interface for a park. On the left, there's a large image of a park with trees and a path. In the center, there's a detailed description of a 'Large Multipurpose Room' with a capacity of 120 people, including tables and chairs. Below this, there's a 'Make a Reservation' form. The form includes fields for 'SELECT DATE' (set to June 2018), 'SELECT RATE' (Non-Resident (\$75/Hour)), and 'SELECT TIME'. At the bottom of the form, a note states: 'Must reserve facility no less than 5 day(s) from the reservation date.' On the right, there's a 'Cart' icon and a list of other facilities: Large Pavilion, Medium Multipurpose Room, Medium Pavilion, Small Multipurpose Room, Small Pavilion, Tennis Court #1, and Tennis Court #2. Each item in the list has a 'Multiple Rates' link next to it.

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