

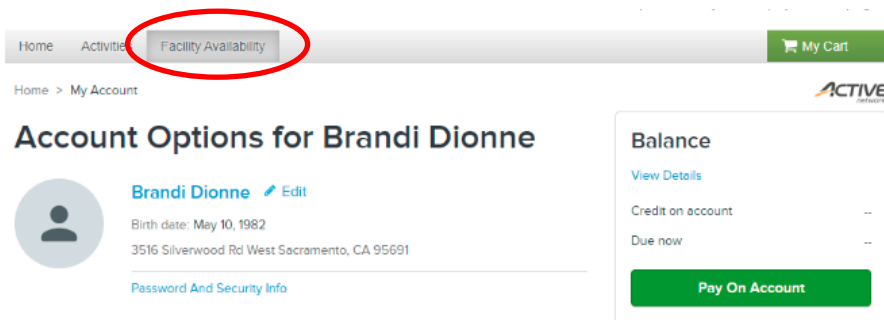


How To Request A Pavilion/Picnic Reservation Online

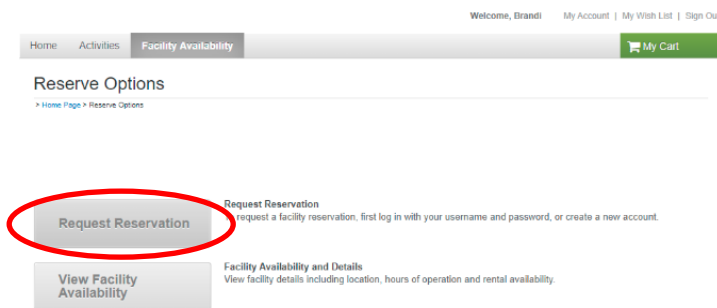
Thank you for your interest in reserving a pavilion or picnic area online! Please contact the Hagan Community Center office with any questions. Staff can be reached at 916-369-9844 or by emailing rentals@crpd.com.

To get started with your online picnic reservation please visit: <https://anc.apm.activecommunities.com/crpd>

1. Click the yellow box Sign In/Up
Create an account or sign in. If you have an account, your username will be your email address. You can request a new password by clicking "Forgot Password?"
2. Once you're signed in click on Facility Availability at the top.



3. Click Request Reservation



4. Enter your reservation event information and click continue

Event Type: Picnic is the only option

Description: This will be on your reservation sign, enter the title of your event

Number of Guests: Be aware of COVID restrictions at this time, [click here for more info](#)

- 5.

5. Reservation: Facility/Equipment Search

Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

Any Locations
Hagan Cmty Park
Heron Landing Cmty Park
Independence Park
Labyrinth Cmty Park

Any Area
Anotolia
Arroyo
Carmichael
Citrus Heights

Do not change the information in the top box. Leave Location set to Any Locations. Leave the Area set to Any Area.

Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Labyrinth Community Park Pavilion Side B
Lincoln Village Park Picnic Area
Rosemont Park Pavilion
Stone Creek Park 1/2 Pavilion Side A
Stone Creek Park 1/2 Pavilion Side B

Choose one or multiple facilities you wish to view. You will be able to unselect the sites you do not want to reserve.

Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facilities must meet **One** of the requirements

Unspecified
Parking: Free
Parking: Paid

Do not change the amenities. Leave the Area set to Unspecified.

When you have selected your requirements, click **Continue**

Click Continue

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

Start Over **Go Back**

6. Check box all the sites you wish to view availability, click continue

Reservation: Select Facility / Equipment



The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

select	Number of Guests	Qty. of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	20	0	Labyrinth Community Park Pavilion Side B	Facility	Rental Block	Labyrinth Community Park 12770 Glass Beach Drive Rancho Cordova, CA 95742 (916) 369-9844
<input checked="" type="checkbox"/>	20	0	Lincoln Village Park Picnic Area	Facility	Rental Block	Lincoln Village Community Park 3480 Router Rd Rancho Cordova, CA 95670 (916) 842-3300
<input checked="" type="checkbox"/>	20	0	Rosemont Park Pavilion	Facility	Rental Block	Rosemont Community Park 9325 Americana Drive Sacramento, CA 95826 (916) 842-3300
<input checked="" type="checkbox"/>	20	0	Stone Creek Park 1/2 Pavilion Side A	Facility	Rental Block	Stone Creek Community Park 3625 Spota Dr Rancho Cordova, CA 95670 (916) 842-3300
<input checked="" type="checkbox"/>	20	0	Stone Creek Park 1/2 Pavilion Side B	Facility	Rental Block	Stone Creek Community Park 3625 Spota Dr Rancho Cordova, CA 95670 (916) 842-3300

When you have selected the facilities/equipment to try to reserve, click **Continue**

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

Facilities/Equipment Search **Go Back**

7. Enter the date you wish to reserve in both the Begin Date and the End Date. All reservations are scheduled from 8 a.m. until 8 p.m. Do not change the drop-down selection. Click Continue.

Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2021 Jun 12

-- AND --

Number of Weeks:

-- OR --

End Date: 2021 Jun 12

Specify when the event starts

Available Time Slots: 8:00 AM to 8:00 PM

To review your event dates, click **Continue**

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

Search Results **Go Back**

8. Verify the date is correct. Click Continue

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request. Indicates a date which you have changed from the requested pattern of dates and times.

June, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12 8:00 am 12 hours
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

When you are satisfied with the dates you have chosen, click **Continue**

9. The available sites will be shown. If a red X appears, that means the site is not available for your selected date. Check only the site you wish to reserve. The fee will appear in the estimate column. Click Continue.

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee (estimated)	Comment
<input type="checkbox"/>	Labyrinth Community Park Pavilion Side B	Facility	Labyrinth Community Park 12770 Glass Beach Drive Rancho Cordova, CA 95742 (916) 369-9844	--	Charge : --		0 Review selected time.
<input checked="" type="checkbox"/>	Rosemont Park Pavilion	Facility	Rosemont Community Park 9326 Americana Dr Rosemont, CA 95826 (916) 842-3300	--	Charge \$138.00		0 Review selected time.
<input checked="" type="checkbox"/>	Lincoln Village Park Picnic Area	Facility	Lincoln Village Community Park 3480 Router Rd Rancho Cordova, CA 95670 (916) 842-3300	--	Charge : --		1 date is not available
<input checked="" type="checkbox"/>	Stone Creek Park 1/2 Pavilion Side A	Facility	Stone Creek Community Park 3625 Spoto Dr Rancho Cordova, CA 95670 (916) 842-3300	--	Charge : --		1 date is not available
<input checked="" type="checkbox"/>	Stone Creek Park 1/2 Pavilion Side B	Facility	Stone Creek Community Park 3625 Spoto Dr Rancho Cordova, CA 95670 (916) 842-3300	--	Charge : --		1 date is not available
<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>							

When you have selected the facilities/equipment to reserve, click **Continue**

10. Reservation Checklist/Questions. Read and initial all waivers. Waivers include: COVID Informed Consent- includes occupancy requirements during COVID-19. Park Rules & Regulations and the Picnic Rental Waiver. Answer all required questions.

Enter your type of event options include: Celebration, Wedding, Fundraiser or Company Picnic. Most events will fall into the "celebration" category.

Enter the hours you'll be on site so we can inform our Park Services staff of your arrival.

If you plan to have an attraction, please note all attractions must be from a business who can provide liability insurance. Check with our staff for a list of pre-approved vendors. Call 916-369-9844 or email rentals@crpd.com for more information.

If you're serving alcohol please inform us prior to your event.

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="BD"/>	Yes	COVID-19 Pavilion & Picnic Informed Consent	Rental Policies, Cancellations, Compliance with All Laws
Initials: <input type="text" value="BD"/>	Yes	Park Rules & Regulations	Park Rules & Regulations
Initials: <input type="text" value="BD"/>	Yes	Picnic Rental Waiver	--

Please answer the following questions.

Questions	
*Type of event (Required)	<input type="text" value="Celebration"/>
*What hours will you be onsite? Include your set-up and clean-up time. (Required)	<input type="text" value="1 pm-5 pm"/>
*Will you have any type of attraction (bounce house, inflatables, pony rides, etc.) at your event? (Required)	<input type="text" value="No"/>
*Do you plan on serving alcohol at your event? (Required)	<input type="text" value="No"/>

When you are done, click

11. Reservation Review

Confirm your location and your date. Click Submit.

Reservation Review

This is the final step in requesting your reservation!

Review the information carefully.

When you click on the Submit button below, your request will be sent for confirmation. Our staff will contact you to confirm your request and obtain payment.

Rosemont Park Pavilion at Rosemont Community Park

#	Day	Date	Time
1	Saturday	Jun 12, 2021	8am to 8pm

If the above dates and times are correct, click

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

Once you have submitted your reservation for review our office staff will verify information and contact you with any questions. You will receive an email notification once your event is approved. Please log back into your account to pay your fees.