

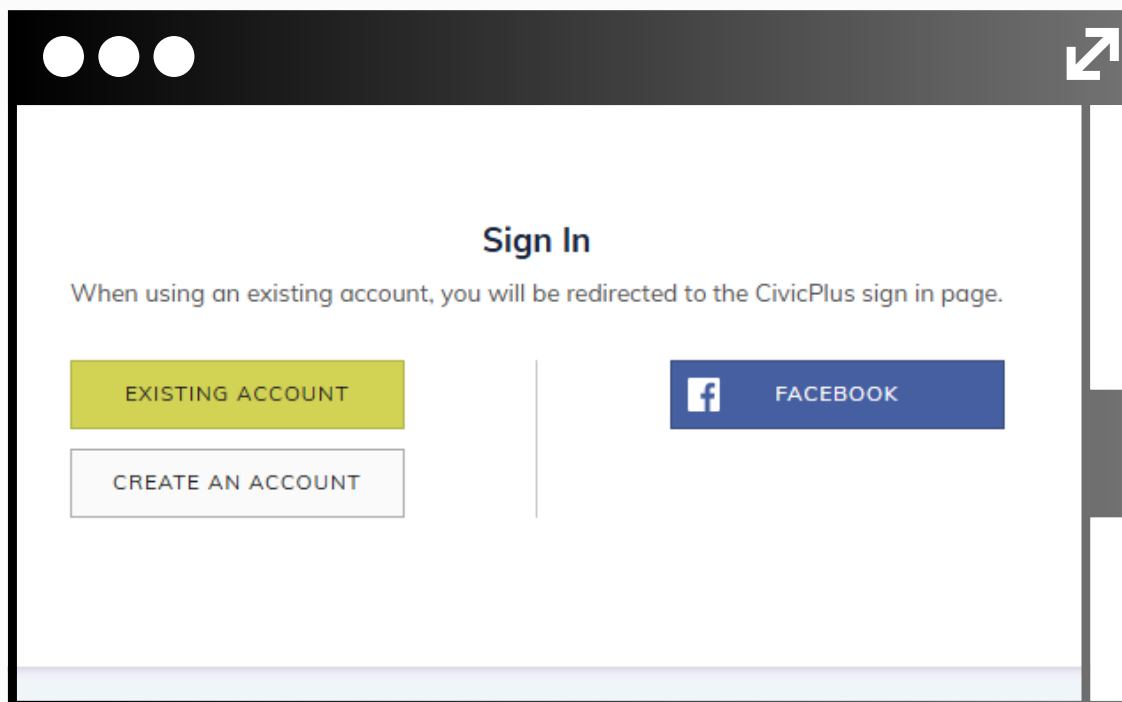


How To Make an **Online Reservation**



Step One

Visit www.cityofpa.us and click on the "Website Sign In" button at the top right of your screen. You will be prompted to sign in or create a new account.





Step Two

Navigate to the Facility Rentals webpage and select a facility. Note: At this time, only the Clubhouse, Loomis Cabin, and Campfire Clubhouse facilities are available for online booking.

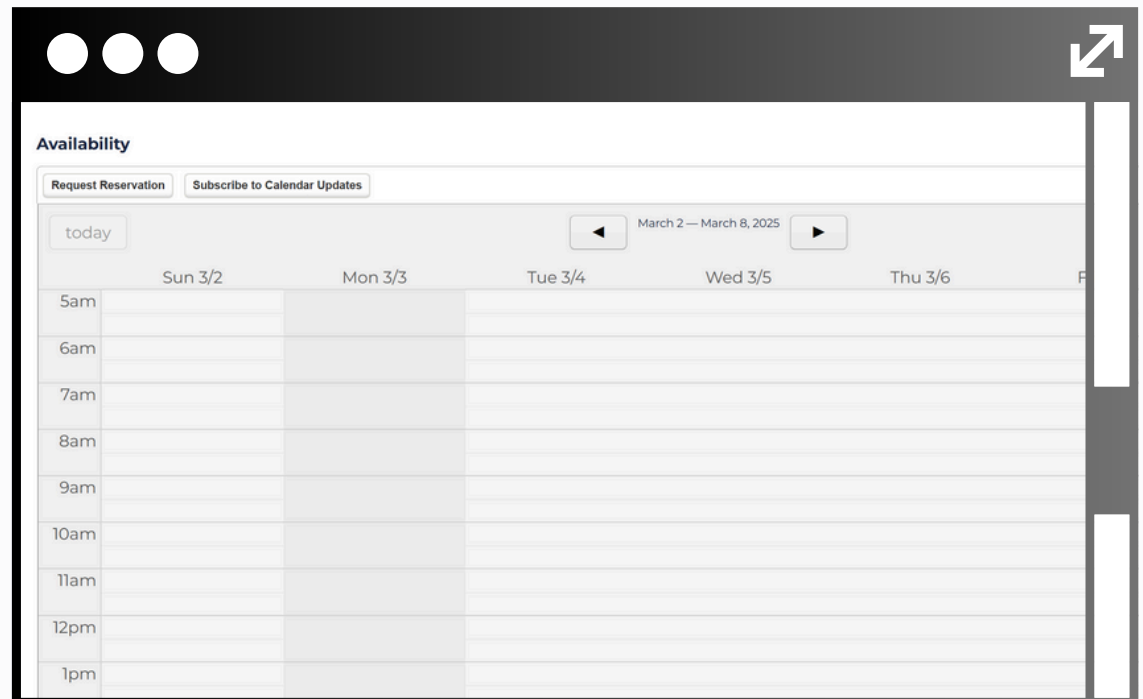
www.cityofpa.us/facility-rentals

The screenshot shows the "Facility Rentals" webpage. At the top, there are three white circles and a white arrow icon pointing up and to the right. The main heading is "Facility Rentals". Below it, the "Rental Facilities" section includes a paragraph: "Are you hosting an event in Port Angeles and looking for affordable rental options? We offer a wide variety of rental facilities for your next event, whether it's a potluck, birthday celebration, company party, wedding, or meeting!". A grid of 12 images shows various facilities: a cabin, a large hall with red chairs, a waterfront pavilion, a gazebo, a covered picnic shelter, a smaller cabin, a large white building, a gymnasium, a kitchen area, an interior hallway, a scenic view, and the City of Port Angeles logo. On the right side, there is contact information for the Facility Coordinator, including an email link, phone number, and physical and mailing addresses. Below that is a "Quick Links" section with links to "Vern Burton Gym Schedule", "Lincoln Park Disc Golf Course Map", "Special Event Application", and "Metal Detector Permit". At the bottom, there is a "VIEW ALL LINKS" button and a table with columns for "Facilities", "Amenities", and "Reserve". The first row shows "Campfire Clubhouse" with amenities like "Tables, chairs, kitchen, restroom, heat, front foyer, meeting rooms, dining hall" and a link to "See Online Rental".



Step Three

Scroll down to select the "Request Reservation" button located at the top left of the Availability Calendar.





Step Four

Input the desired start date/time and end date/time for your event.

Note: the time allotted must include event set up and teardown. Once complete, click "Check Availability and Continue."

A screenshot of a web application interface showing a "New Reservation" dialog box. The dialog box is titled "New Reservation" and has a close button (X) in the top right corner. Below the title, it says "Reservation for Campfire Clubhouse". There are two radio buttons: "Single Event" (which is selected) and "Recurring Event". Below this, there are two rows of input fields. The first row is labeled "From" and contains two input boxes: one for the date in "mm/dd/yyyy" format and one for the time in "hh:mm am/pm" format. The second row is labeled "To" and also contains two input boxes: one for the date in "mm/dd/yyyy" format and one for the time in "hh:mm am/pm" format. At the bottom of the dialog box, there are two buttons: "Check Availability and Continue" and "Cancel". The background of the dialog box is a blurred calendar interface with visible dates like "h 3/3", "Tue", and "Thu 3/6".



Step Five

Complete the online form.
Once finished, click "submit."
A copy of your submission
will be emailed to the email
address on file.

A screenshot of a web browser displaying a "New Reservation" form. The browser's address bar is partially visible at the top. The form has a dark header with the title "New Reservation" and a close button (three white circles) on the left and a maximize button (a white square with a diagonal arrow) on the right. The form is divided into two main sections: "Steps" on the left and "Event Information" on the right. The "Steps" section contains a list of three items: "1. Event Information" (highlighted with a blue bar), "2. Agreements", and "3. Disclaimer and Next Steps". The "Event Information" section contains several input fields: "Event Name*" (a single-line text box), "Event Details" (a multi-line text area with a small icon in the bottom right corner), "Event Date*" (two date pickers, the first showing "03/17/2025" and the second showing "10:00 AM", with a minus sign between them), "First Name*" and "Last Name*" (two single-line text boxes), "Email Address*" and "Phone Number*" (two single-line text boxes), and "Billing Address*" (a single-line text box). Below the "Event Date*" section, there is a checkbox labeled "List this event as private on the facility calendar" with the text "Yes" next to it. The form is set against a white background with a light gray border.



Step Six

City staff review reservation requests during regular business hours. Please await confirmation of your event and further instructions from staff.

