
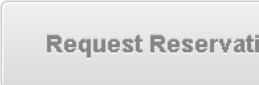


To request a reservation, please following the following process:

1. Click on the link from the Washoe County Parks pages or visit our reservations site directly.
 - a. www.washoecountyparks.com
 - b. https://apm.activecommunities.com/washoecounty/Reserve_Options
2. Click on the "Request Reservation" button and log in or create an account for the system. If you have rented a pavilion or signed up for a program, please use the same account.
3. Once you have logged in, you will be asked to enter criteria (**all are requires**):
 - a. Event Type: Picnic & Child Party are the most common
 - b. Description (please use this format): **"LASTNAME-EventName-DateRequested"**
 - c. Enter anticipated number of guests
 - i. Small Pavilions - 50 persons max **OR** Medium Pavilions - 100 persons max
4. Select your search criteria
 - a. You can search by the following:
 - i. The park names listed below,
 - ii. The facility type (currently small and medium pavilions), **OR**
 - iii. The specific pavilion listed below
 - b. Click "continue" to perform the search 
5. The facilities matching your search will show on the next screen.
 - a. Select the facility you wish to request 
6. Select your date and time ranges:
 - a. Facility requests can be made between 30 and 365 days in advance.
 - b. Pavilions can be reserved beginning at 10 am, and go as late as seasonally appropriate.
 - i. Pavilions close at:
 1. 5 pm November – February
 2. 7 pm March – April & September – October
 3. 9 pm May – August
 - c. Select the duration of your request.
7. Confirm your request on the calendar on the next page.
8. Confirm your facility requests with the estimated charges due at the time of request
 - a. Pavilion deposits are \$150/day
 - b. Pavilion rental fees are:
 - i. Medium Pavilions - \$140/day **OR** Small Pavilions - \$90/day
9. Read the permit waiver and initial the waiver agreement
10. Answer the questions about your reservations
11. Confirm your reservation information and acknowledge your payment amount
12. Enter your payment into the transaction screen
13. Your reservation request will be sent to the Parks Reservation Office.
 - a. You will contacted to confirm your reservation information or make the appropriate changes to your permit within 5 business days.

Currently, the facilities available for online reservation requests are:

Bartley Ranch Regional Park:

- Huffaker Pavilion (small <50 persons)
- Last Chance Pavilion (medium <100 persons)
- Plaza Pavilion (medium <100 persons)

Davis Creek Regional Park:

- Lakeview Picnic Area (medium <100 persons)

Galena Creek Regional Park:

- Bearmat Pavilion (medium <100 persons)
- Jones Creek Pavilion (medium <100 persons)
- Manzanita Pavilion (medium <100 persons)

Hidden Valley Regional Park:

- Vista Pavilion (medium <100 persons)

North Valleys Regional Park:

- Sierra Pavilion (medium <100 persons)

Rancho San Rafael:

- Brahma Pavilion (small <50 persons)
- Highland Pavilion (small <50 persons)
- Leghorn Pavilion (small <50 persons)

South Valleys Regional Sports Complex:

- Mt Rose Pavilion (medium <100 persons)
- Steamboat Pavilion (medium <100 persons)