



10 QUICK STEPS FOR ONLINE SHELTER RESERVATIONS!

<http://cantonohio.gov/parksandrecreation/> OR

<https://apm.activecommunities.com/cantonparks/Home>

1. CREATE AN ACCOUNT

- Go to our online reservation system from our website and click “reserve online”. Create an account for yourself!

2. REQUEST A RESERVATION

- After clicking on reservations tab, click “request a reservation”
- Put the name of the event, select “shelter rental” under type, and enter # of guests (most shelters have a maximum of 60, some may be more or less)

3. RESERVATION: FACILITY/ EQUIPMENT SEARCH

- ONLY select “shelter” in the second box down and then press continue at the bottom. Don’t fill in each filter box!

4. RESERVATION: SELECT FACILITY

- Then, choose the shelter you want!

5. RESERVATION DATE

- Enter the date
- Enter start time at 8am regardless of actual rental time.
- Enter 8 hours under the duration. Click Continue
- Please note for all Shelter Reservation (except Garaux and Garden Center), the facility is available to you from dawn until dusk.

6. REVIEW RESERVATION

- Review it on the calendar and press continue

7. RESERVATION: FACILITY/EQUIPMENT AVAILABILITY

- If there is no conflict, press continue
- If there is a red “x”, there is a conflict with your request. Confirm what you have entered and either change the date or call us!

8. AGREE TO WAIVER (initial)

9. AGREE TO FACILITY

10. PAY USING YOUR CREDIT CARD

Other Notes:

- When looking to reserve an outdoor garden zone, select “outdoor space” under step 2.
- The garden center is not reserved for the day (dawn until dusk). It is reserved for a minimum of 6 hours.
- Some shelters have a maximum capacity of 40 such as Stadium 2 and 5.
- All outdoor shelters are reserved for the day (dawn until dusk). To prevent two rentals in one day, we require an 8 hour minimum request for reservations.
- Garaux is from 9AM to 10PM. Any start/end time prior/after, will not be accepted during the reservation process.
- Public Events (marathons, walks, community events) should be done at:
<http://cantonohio.gov/forms/?pg=pubevnt>