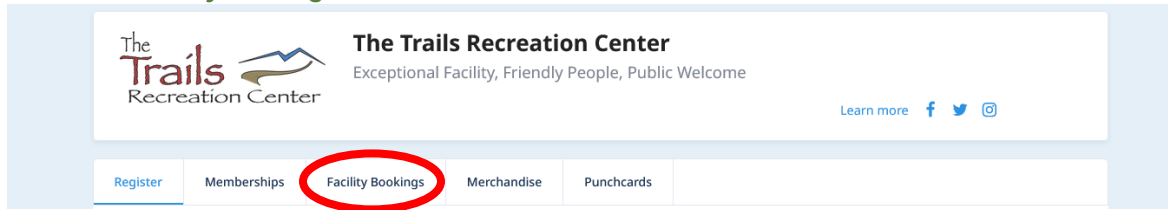


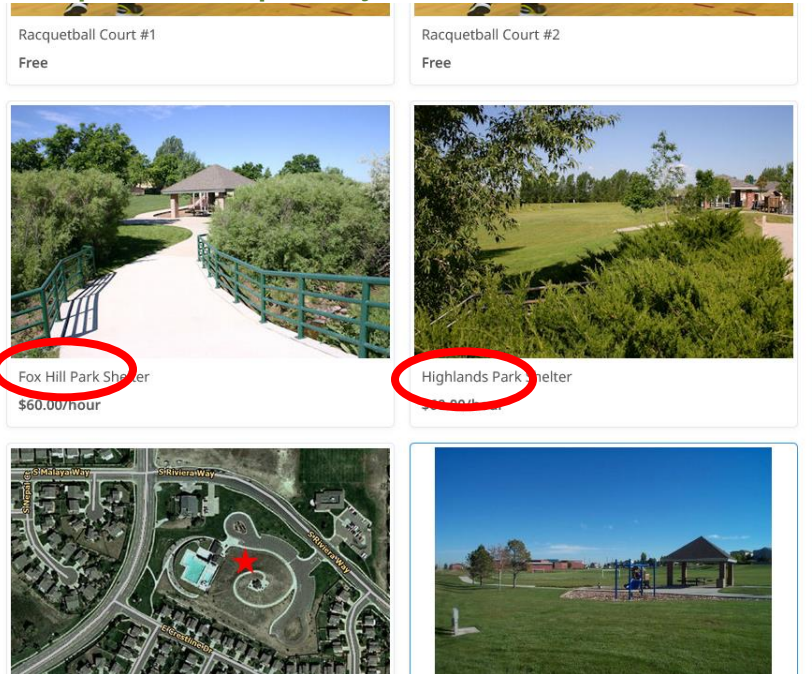


# Reserving a Park Shelter or Pavilion

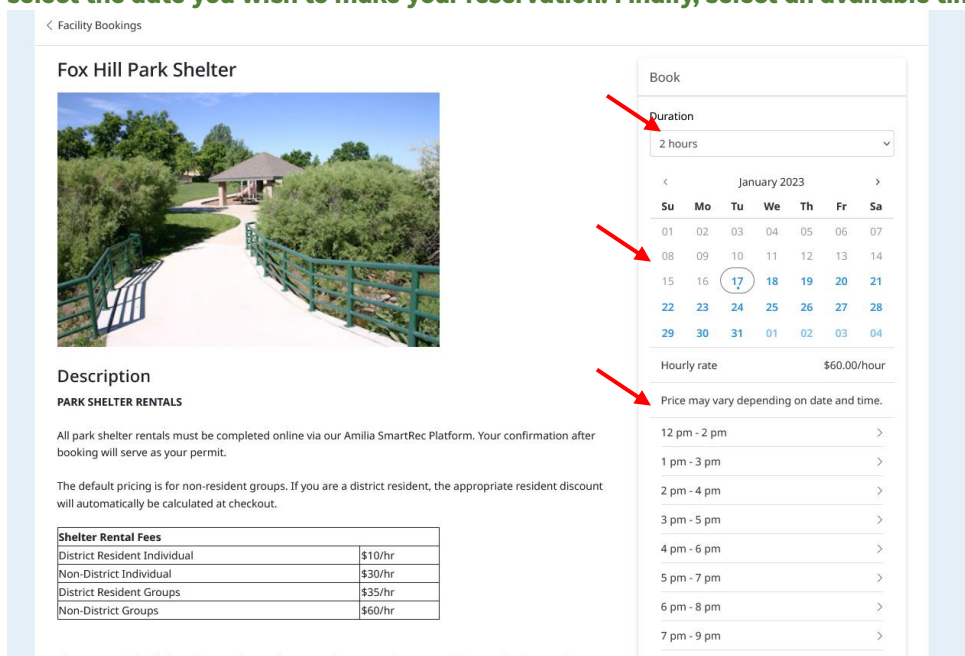
1. Navigate to APRD's SmartRec platform by clicking "Online Registration" on our website homepage.
2. Click the "Facility Bookings" Tab



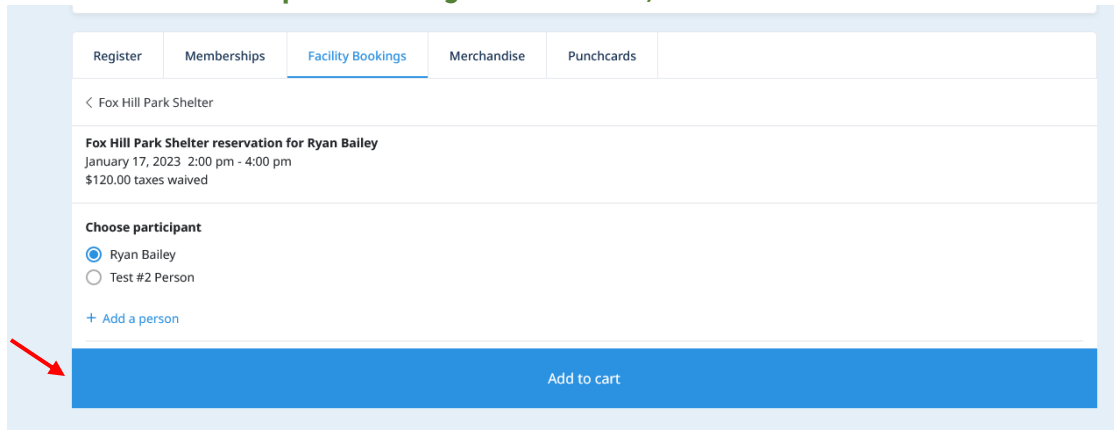
3. Select the park shelter or pavilion you wish to reserve



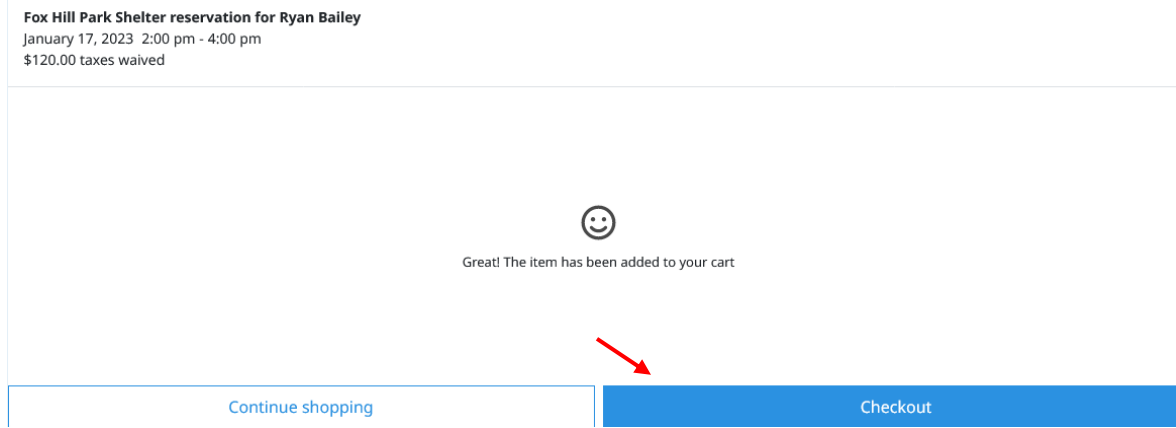
4. Start by selecting the duration of your reservation (all reservations are based on a two-hour minimum). Then, select the date you wish to make your reservation. Finally, select an available timeframe.



5. **Select the name of the person making the reservation, then click “Add to Cart”**

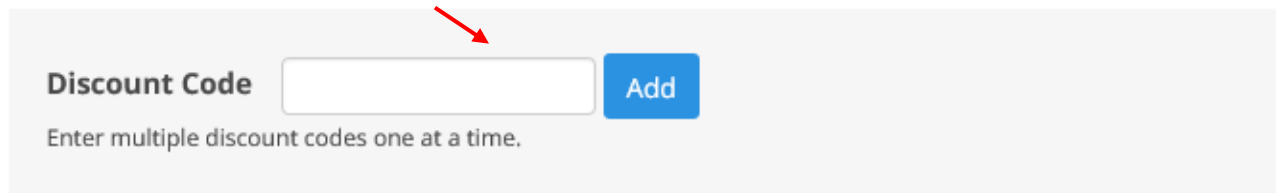


6. **Click “Checkout”**



7. **The appropriate District Resident discount will automatically be added if you are a District Resident.**

*IF YOU ARE A DISTRICT RESIDENT AND ARE NOT RECEIVING DISTRICT PRICING, PLEASE CALL 303-269-8400 SO THAT WE CAN VERIFY YOUR ADDRESS IN THE SYSTEM. ALL NEW ACCOUNTS MUST HAVE THEIR ADDRESS VERIFIED BY DISTRICT STAFF.*



**PARK BOOKING DISCOUNT CODES:**

Non-District Shelter Rentals (Individuals) - Use discount code “NDPARK”  
Non-District Pavilion Rentals (Individuals) – Use discount code “NDPAVILION”

District Shelter Rentals (Individuals) – Use discount code “DistrictShelter23”  
District Pavilion Rentals (Individuals) – Use discount code “DISTPAVILION”

8. Click “Checkout”. The next screen will prompt you to enter details about your reservations. Reservations will not be completed unless these sections are completed. Then, click “Continue my Purchase” in the lowerright-handd corner of the screen.

Organization   
(optional)

---

Gender (optional)

---

Email

---

Intended Purpose of Rental

---

Estimated # of Attendees

---

Park Rental User Agreement   
I have read and agreed.

---

Sub Surface Irrigation Notice   
I have read and agreed.

---

APRD General Park Rules and Regulations   
I have read and agreed.

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Select an Emergency Contact

9. Enter your payment details. Click “Make Payment.” You will receive a confirmation on the screen and in your email inbox. This confirmation serves as your rental permit.

**If you need assistance or need to modify an existing reservation, please contact:  
Arapahoe Park and Recreation District  
303 269-8415 [infoaprd@aprd.org](mailto:infoaprd@aprd.org)**