

How to Reserve a Facility online

1. Create an account
 - a. Enter in all your information
 - i. If you get a message error saying the street address doesn't match our records it is because you live outside the city limits which is non-resident. Please make sure you entered in your address correct. If so please continue.
2. Reservations
 - a. Reservation Requests
 - b. Fill in information on Event
 - c. Click continue
3. Reservation: Facility/Equipment search
 - a. Select what you would like to reserve
 - b. NOTE: When selecting type of facility Activity Building is located under Pavilions (NOT activity room)
 - c. Click continue
4. Reservation: Facility/Equipment
 - a. Check the box under select if everything is correct
 - b. Click continue
5. Reservation Event Dates
 - a. Pick a date
 - i. Reservations are only Between May-Middle of October
 - b. Pick a time
 - i. Reservation times are 9am to 9pm (or dark).
 - c. Click continue
6. Reservation Event Dates
 - a. When you verify date and time
 - b. Click continue
7. Reservation Facilities/Equipment Availability
 - a. Verify information
 - b. Cost will be located under estimate
 - c. Click continue
8. Reservation Review
 - a. Verify and click submit. You have created a permit that will be emailed to our staff. We will verify your permit.

How to Pay for a Facility

**** You have two weeks to pay for your permit.****

1. **Walk-In:** The office is open M-F 8:30am-12:30pm and 1:00-4:30pm and located at 2nd floor of City Hall
Parks and Rec Dept.
30 W Central St.
Chippewa Falls, WI 54729
2. **Mail-In:** Print off your permit and mail with payment to Chippewa Falls Parks and Recreation.
3. **Online:** <http://activenet5.active.com/chippewafallsparkandrec/>
****If paying online please call Parks and Rec office at 715-723-0051 so we can approve it. Note there is a service charge for using a credit card online. ****