

HOW TO RENT

A FIRCREST PARKS FACILITY ONLINE



fircrest.recdesk.com

View our available facilities at

fircrest.recdesk.com/community/facility

Find the room or space you would like to rent and

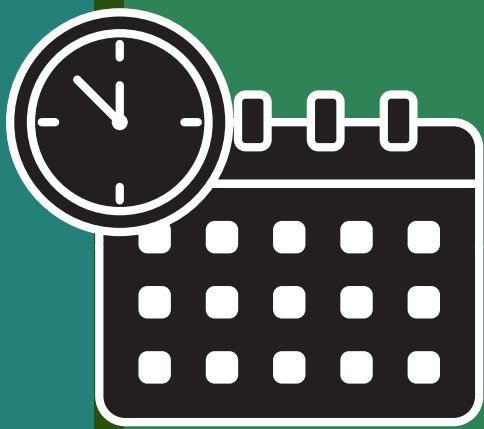
Click the green **Reserve** Button



Facilities

Facility Type ▾

- All
- Community Center 6
- Parks 8
- Pavilions 2
- Pool 4



Select your rental date

Name your event

Enter attendance

Add* hours** of the event to your cart

*click the hours desired, then the green + button to add to cart

**hours are sorted by number of hours, then available times

Acknowledge our Standard Waiver

Complete and Sign the Rental Application & Agreement



Continue through the checkout process

You will receive an email notification confirming your application was submitted.

Once we **receive** your application

We will review and determine availability.

You may receive email / phone communication regarding your rental.

This process could take up to 10 business days.



IF Your Rental Application is APPROVED

You will receive email* confirmation

*please check your junk/spam folders

You will have **5 business days** after your application is approved to:

- pay your invoice in full
- submit any required insurance/licenses

