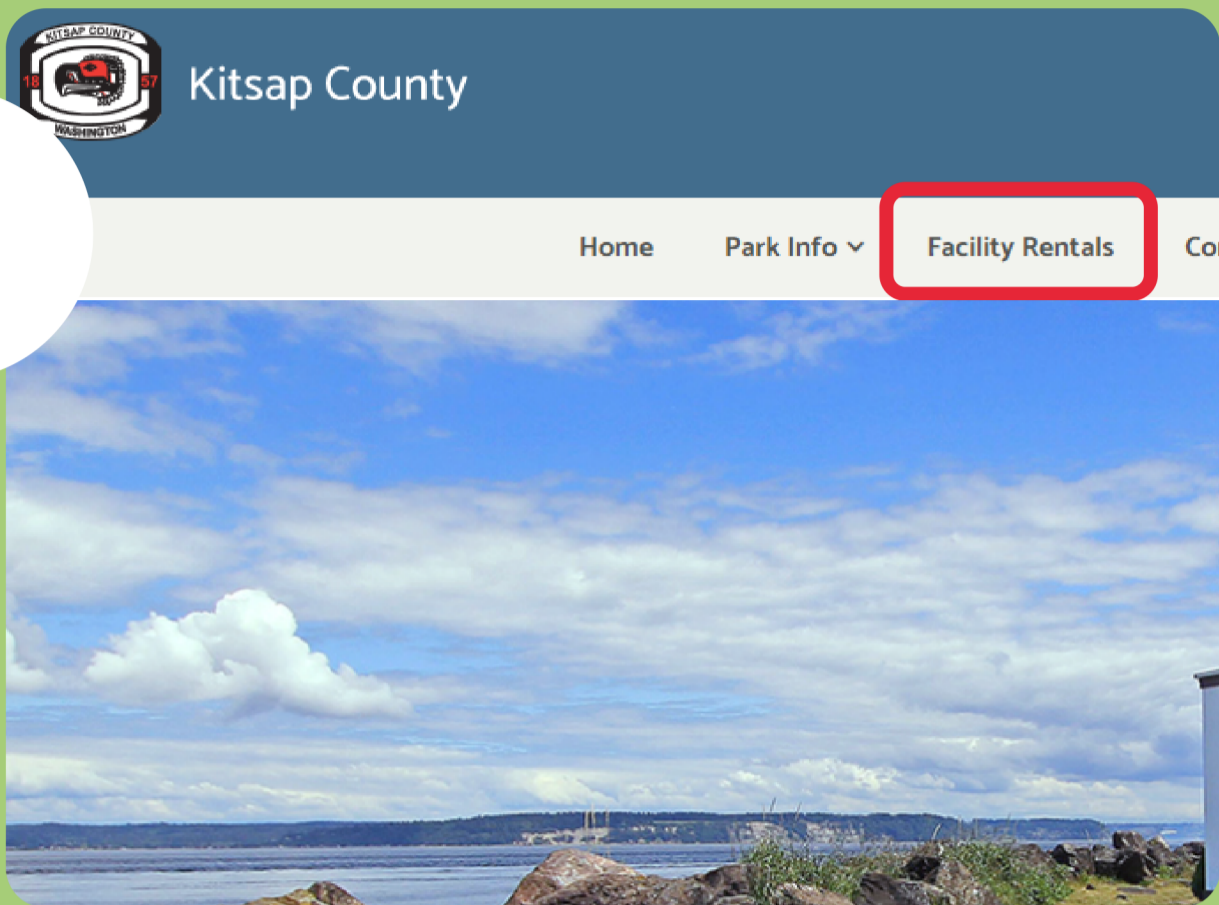


How to Make a Reservation

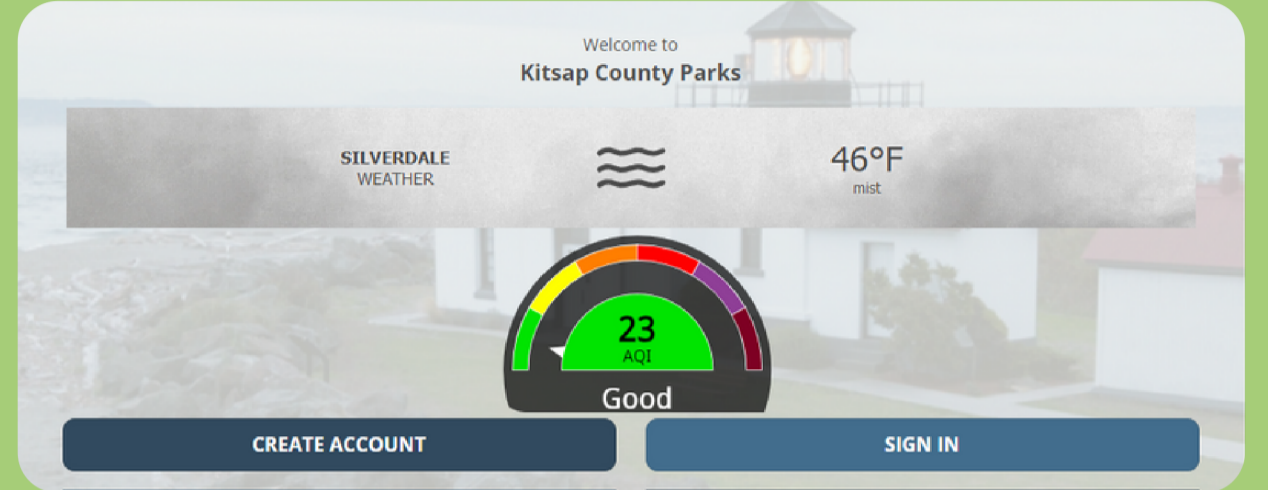
#1



Go to www.kitsapgov.com/parks
Click on the Facility Rentals tab.

#2

Click the "RESERVE NOW" button to book your facility today!



Click Reserve Now to
Sign In or Create an Account

#3

CREATE ACCOUNT

Create Account

Name *

Kitsap MI Parks

Primary Phone *

(360) 337-5360

Primary Email Address *

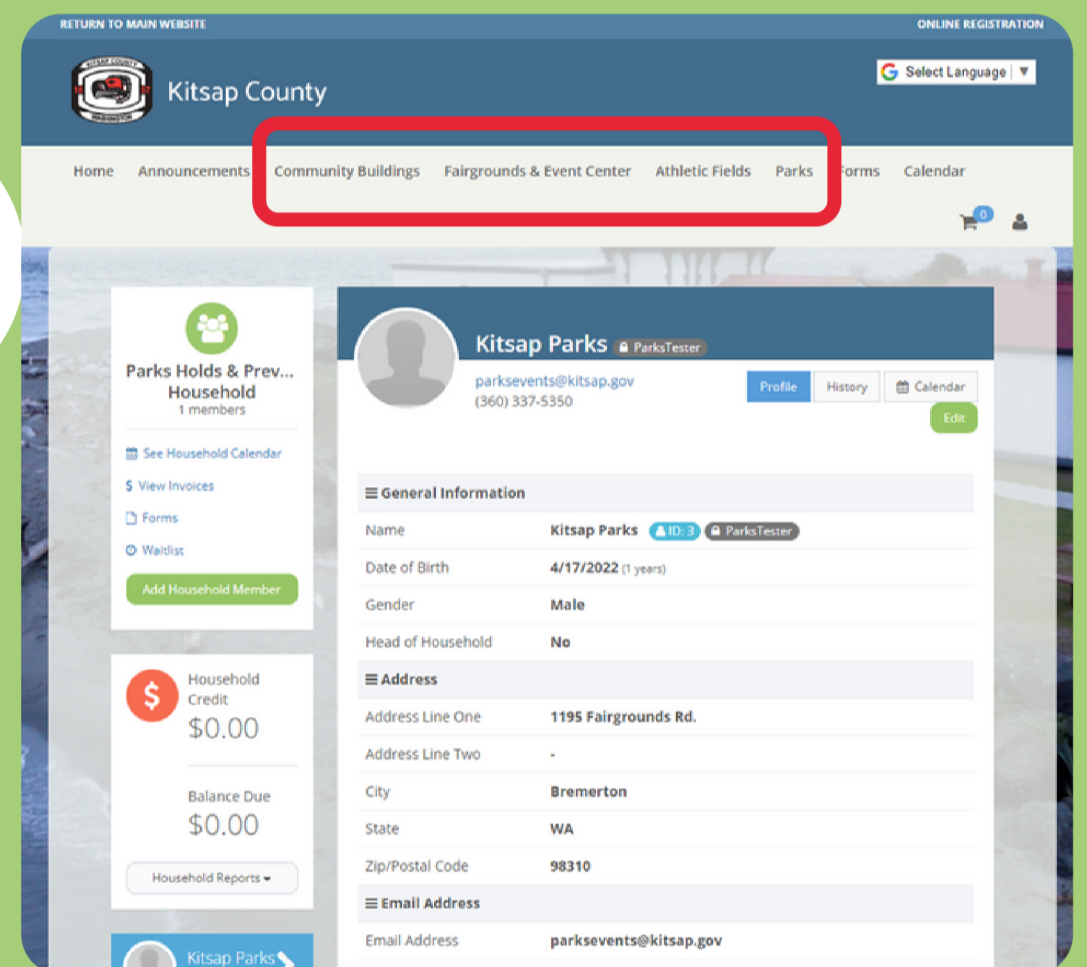
parksevents@kitsap.gov

Continue >

Already have an account? [Log In](#)

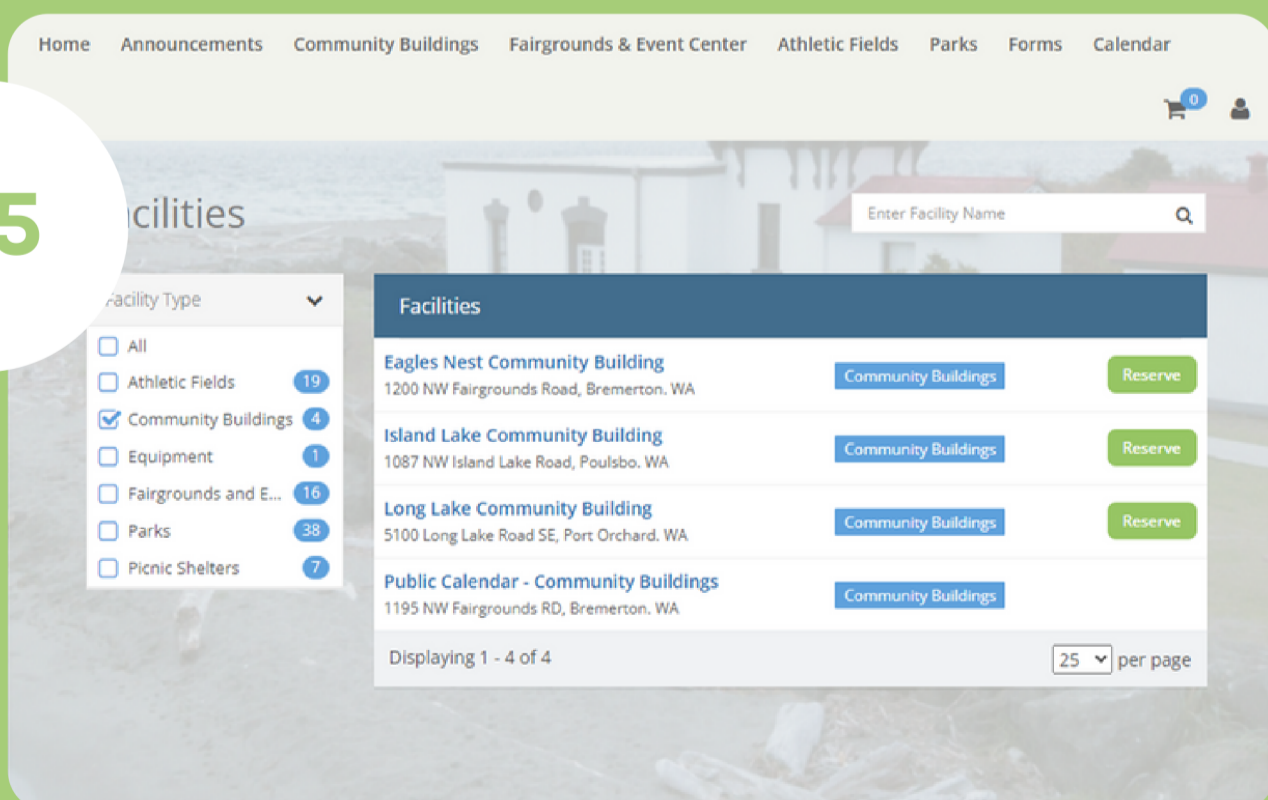
If an account hasn't been created click on
Create Account.

#4



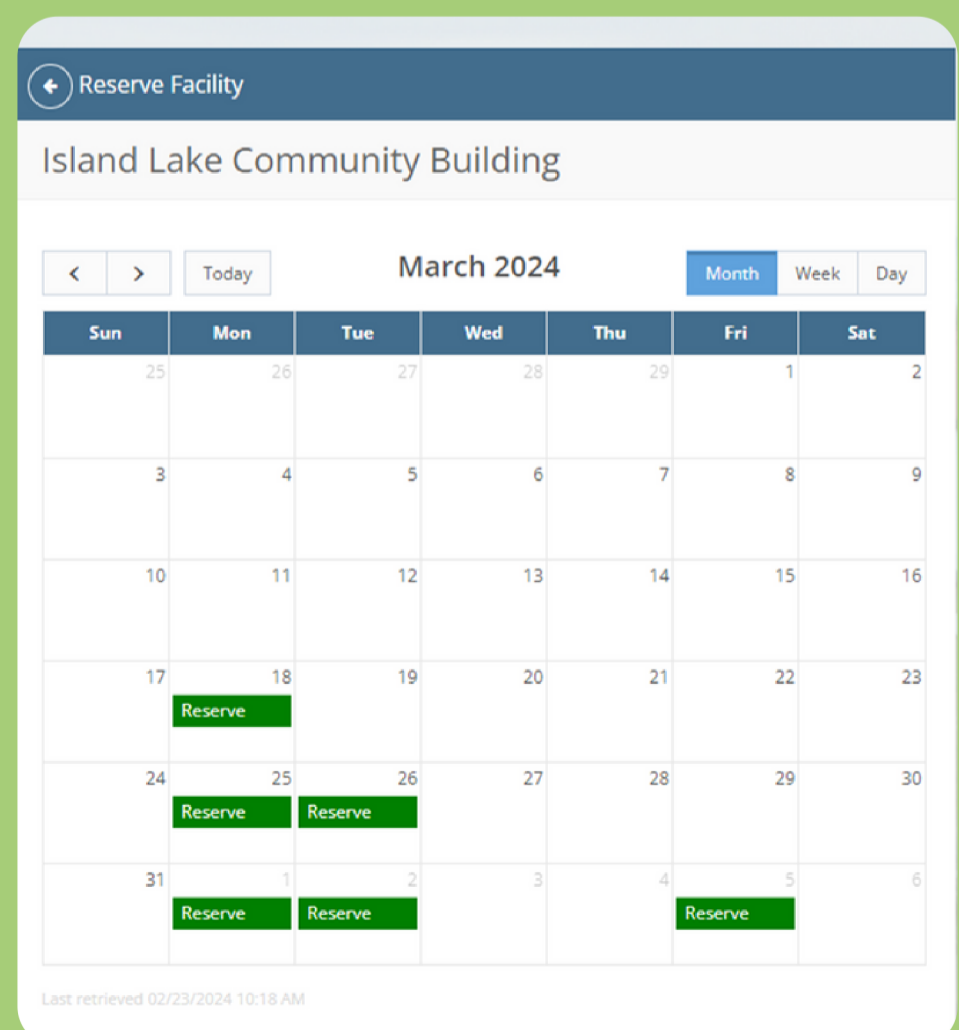
Once an account is created, Click on a tab at the
top for desired category of rental facility.

#5



Click Reserve next to the desired facility to view
calendar of availability.

#6



Select desired date (available dates will have
a green "Reserve" button).

How to Make a Reservation

#7

Fill out Event Information. It will default to 10am to 10pm to prevent overbooking. Your requested hours will be added during approval process.

#8

Select appropriate Facility Rental Fee. Please note rates are PER HOUR*. Please specify your event hours in the Event Details Form.

#9

Click Go To Checkout. Please note that from this point on, if you go back or leave the page, progress could be lost.

#10

Please Read and Accept Waiver.

#11

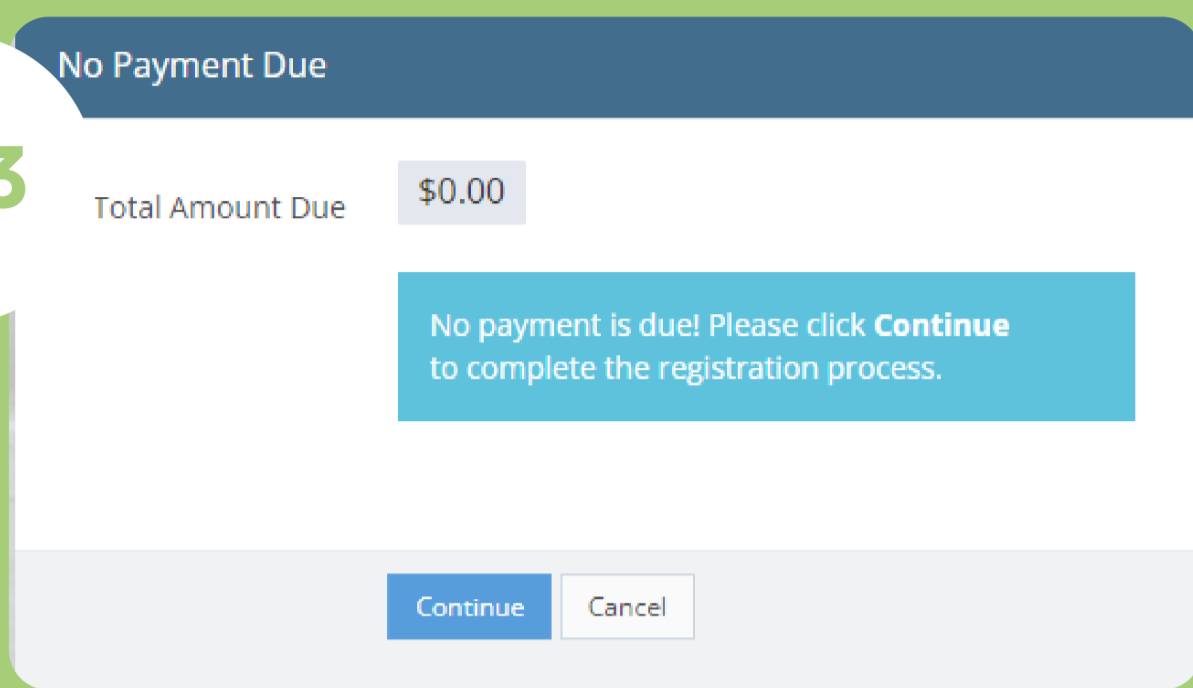
Fill out the required Forms. The Event Details Form is where you'll specify the start and end time for your event.

#12

Insurance Form must be acknowledged and signed, but the Insurance document is not due until 35 days before the event date. **

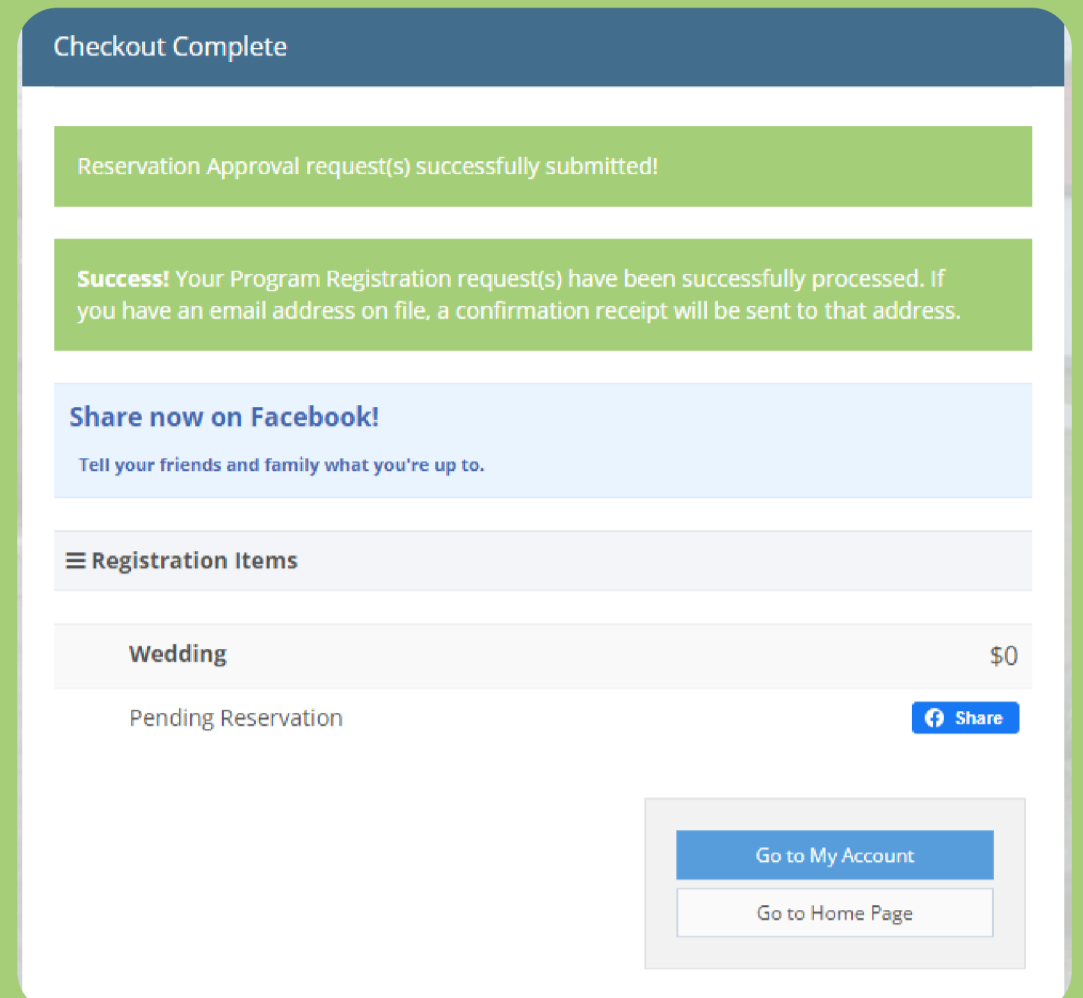
How to Make a Reservation

#13



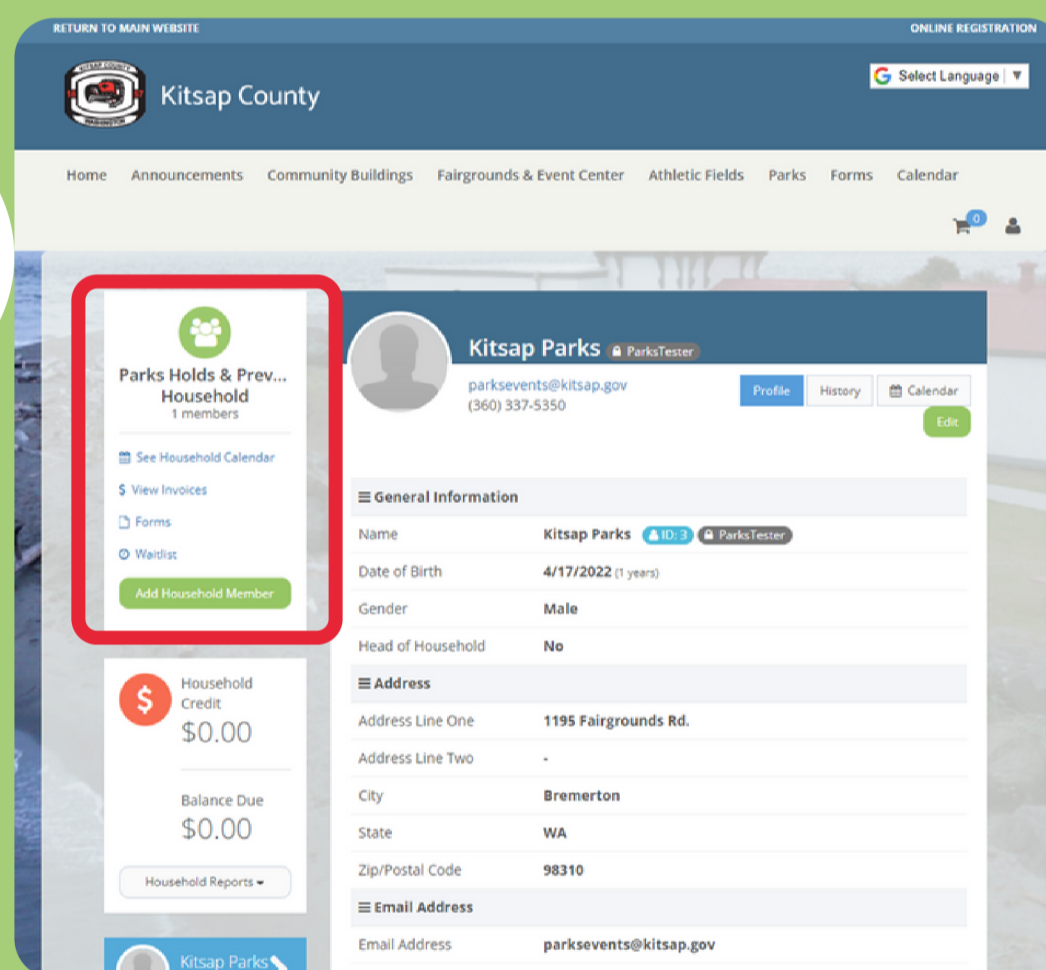
No payment is due until reservation is approved by the Parks Events team. Click Continue.

#14



Checkout Complete! You may return to your Account or Home Page.

#15



You can use the sidebar on your Account page to manage Forms, view and pay Invoices, and view your calendar.

* Rates are per hour for Community Buildings and Athletic Fields. May-September, the daily rental rate applies to Community Buildings on weekends (Friday-Sunday). Picnic shelter rates are by 4 hour periods, and Fairgrounds buildings are a daily rental rate.

** Insurance is required for Community Buildings, Fairgrounds buildings, and Athletic Fields. Not required for Picnic Shelters.

Have more questions? Contact us:



360-337-5350



parksevents@kitsap.gov



kitsap.gov/parks