

# Community Center Rental Instructions:

1. Log in to: <https://apm.activecommunities.com/houstonparks> and create an account
2. Click on "Home"
3. Click on "Make a Reservation"
4. Click on "Reserve Facility"
5. Click on the arrow and choose "Community Center Rentals" for the Event Type.
  - *Emancipation Center Rental (for Emancipation)*
  - *Kingwood Community Center (for Kingwood)*
6. For the Description, name your event, Type (e.g. Sally's 1st Birthday)
7. Maximum Number of Guests, type the estimated number of people to be in attendance.

Each facility may have a minimum or maximum capacity, please contact community center staff at the facility you are interested in to inquire about the number of guests.
8. Go to "Choose the facility for your event" and select the specific park and facility you want.
9. Go to the bottom and click "Continue"
10. Verify information is correct, then click in the box under "select".
11. Click "Continue"
12. Begin Date: By using the drop-down menu, choose the specific date for your event. (If you have multiple dates, then you'll need to type in the number of weeks and the specific End Date.)
13. Start Time: should be on "Exact Time"
14. Enter the Exact time (start of your event, including set-up time)
15. Click the box for "am" or "pm"
16. Enter the Duration, type in the number of hours and minutes (including hours need to clean up)
17. Click "Continue"
18. Verify your date on the calendar
19. Click "Continue"
20. Verify the Facilities/Equipment Availability
21. Click "Continue"
22. Click on the Community Center Policy and Community Center Rental Fees and read thoroughly.
23. Download and Print the Event Security Form.
24. If you agree, click in the box to "Agree to the Waiver" next to each.
25. Click "Continue"
26. Verify Location, Day, Date, Time and Waiver, then click "Submit".
27. "Print" your "Reservation Request Receipt". This is only a Request and not an approved Permit.

**After you submit your reservation request:** Please have the Peace Officer who will provide security for your event complete the Event Security Form and turn the completed document in to the staff at the community center or via fax to 832-395-9633 (please ensure you provide your permit number on the document), when we review your permit request if we have any additional questions or concerns we will contact you. If there are no questions or concerns, we will add the necessary fees and place your permit "on hold" waiting for payment. You will be notified of this by email from Houston Parks and Recreation Department, including the due date when payment must be received by, when you receive this notification please log in to your account to submit your payment online. If payment is not received by the due date, your permit request will be cancelled.