



Online Reservation Requests

Visit coppellactivities.com and follow the steps below to view availability and request a rental at one of our Pavilions.

→ Viewing a facility's availability

1. Sign into your account by clicking "Sign In" and entering your login and password credentials. If you do not have an account, click "Create an Account" and enter all required fields.
2. Scroll to the top banner over and click on the "Reservations" label. Click "View Facility" and you will see a list of facilities which you can View As "Facility List" or "Facility Type List."
3. Once you reach a list of the facilities listed, you can click "View Availability" next to the facility whose availability you wish to view.
 - a. Tip: If you wish to view the general facility's details, click on the facility's name. A facility's hours, address, capacity, and description will appear.
4. A monthly calendar will appear indicating the times that a facility is available for each day of the month.

→ Requesting a facility rental

1. Sign into your account by clicking "Sign In" and entering your login and password credentials. If you do not have an account, click "Create an Account" and enter all required fields.
2. Scroll to the top banner over and click on the "Reservations" label. Click "Reservation Request" and you will be prompted to enter an Event Type (Park Pavilion Reservation), Description, and Maximum Number of Guests. Once you have completed the fields, click {Continue}.
3. In the next screen, select the Facility (in the 3rd box) at which you want the event to take place. If you have no preference as to at which Pavilion it takes place, you can click on and highlight "Any Facility." Click {Continue}.

4. The following page will display a list of all facilities which meet your criteria. Under the “Select” column, check the box(es) for the specific facility you wish to reserve and click {Continue}.
5. In the Specify the Dates section, you can select a date for your event to take place. Be sure your ‘begin’ and ‘end’ date match. In the lower section, select from the drop down the ‘Morning Block’ or ‘Afternoon Block’. All pavilion rentals are 4 hours in duration. If you need more than 4 hours, please contact our Parks and Recreation Office. Click {Continue} once all preferences have been entered.
6. On the next page, review the time, date, and duration of the reservation in the calendar. Click {Continue} to confirm the reservation details. The following page will (again) give you the option to confirm the facility at which the request would be booked. Click {Continue} to proceed with the reservation request.
7. Answer any questions related to the reservation. Click {Continue} once these tasks have been finished.
8. Be sure to thoroughly read the text and click {Submit} if you agree to it. After you click {Submit}, you will view a reservation request receipt. If the organization allows facilities to automatically be reserved from the public website, the facility will be automatically booked. Otherwise, a permit request will be created for management approval.

→ **View Account Reservations**

1. Log into the customer public access site and navigate to “My Account”
2. Select {List of Prior Transactions} to view Permit and Reservation Details
3. Additionally – select {Show Your Daily Schedules} to see calendar views of reservations & requests.