

## OPEN AIR SHELTER RESERVATION INSTRUCTIONS

You are able to book your open-air shelter online when logged into your Activenet account. This will also allow you to check availability in any of the open air shelter locations.

Online reservations are not available within 7 days of the event date. Please call our office at 614-645-3337 and we can check to see if dates within 7 days can be accommodated.

### TO MAKE YOUR ONLINE OPEN AIR SHELTER RESERVATION

Visit <https://columbusrecparcs.com/facilities/rentals/open-air-shelters/>

- In the middle of the page, to the left of the map, click the blue BOOK NOW button.

#### ONLINE RENTALS

BOOK NOW

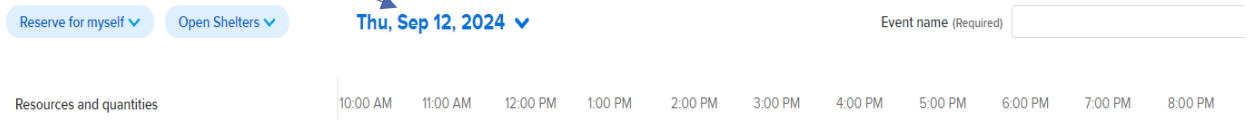
- This takes you to the Activenet page. You will need to log into your account in order to make the reservation.
- To log into your account, navigate to the upper right corner and choose either **Sign In** or **Create an Account**
- Once you are signed in or created your account, it will take you into your Activenet account. Click **Reservations** on the navigation bar to get back to the reservations page.



Home Activities Reservations Calendars Memberships Donations Gift Cards

Home > My account

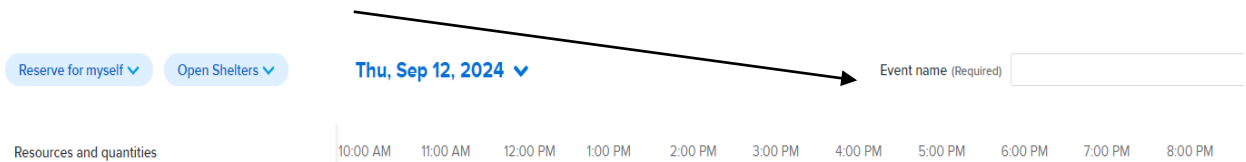
- On the next page, click the **Open Shelters** box in the middle of the page. This takes you to the Quick Reservation page.
- Choose the **date** that you are interested in from the drop-down option.



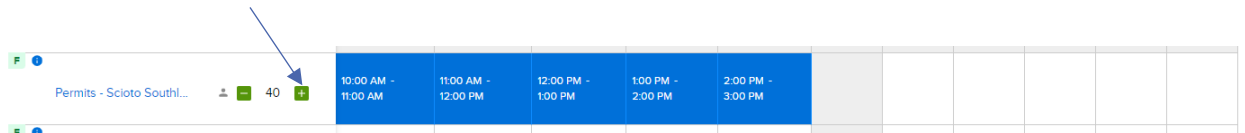
All dates/times that are available will be in white. Unavailable times/dates are shaded gray.

## TO RESERVE YOUR DATE AND TIME

- Add your **Event Name** to the right of the date that you have chosen.



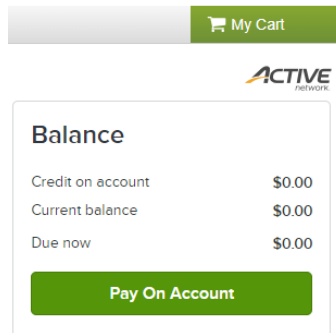
- Click the green **(+)** plus sign to add the number of people attending.



- Click into the time block that you want to reserve. Each hour block will turn blue as you add the time frame, as shown above.
- If you want morning or afternoon, you click the blocks on either side of the grayed out 3p-4p block. If you would like to reserve the entire day, choose blocks across the page from 10a – 9p.
- Click **Confirm Booking** at the bottom of the page to finish.
- You will be asked to read and agree to a waiver.

## MAKING PAYMENT

Payment needs to be made from your Activenet account. Once in **My Account** there will be the **Pay On Account** option in green. Click that to make the payment online.



Payment is expected at the time of the reservation.

No refunds are available for open air shelters. However, if you need to change the date or location, please call our office for assistance 614-645-3337.