This is the home page to book a Rotella Park pavilion. There are two ways to book a pavilion from here. You can check the calendar and book that way, or you can click ‘New Booking’.
This is the calendar that shows each pavilion at Rotella Park for a 14-day period.
You can scroll through the calendar dates by clicking the left and right arrows (A) or by clicking the date range and selecting a new range (B).

You’ll notice that pavilion #5 is booked on Saturday, May 23.
To book a pavilion from the calendar, right-click and select New Booking.
In this tutorial, we are booking Pavilion #2 for Sunday, May 24.
When you click New Booking, either from the Home page or the Calendar, you will see a welcome page and click Next. Then you will see the Event Information page above.
Please enter your First and Last Name, as well as your phone and email address in the first text box.
Under Reservation Name, please enter your First and Last Name.
Click Next.
On the next page is where you will enter the reservation date. When you enter the date into 'Booked Date From', it will automatically fix the 'Booked Date To' to the same date.

Reservation Start and End are the times for your pavilion. All-day rentals are 7:00am – 8:00pm.
Use the drop-down arrow next to Pavilion # to select the pavilion you would like to reserve. Every pavilion is the same in size and amenities. Each pavilion can hold 50 people.

Then click Submit.
This page will show the pavilion, date, and time you have just entered. Click Edit (A) to make changes, or Add Locations (B) to book an additional pavilion.

*NOTE: if you click Back, it will take you back to the page where you entered your name, number, and email.
To continue click Next

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Booked From</th>
<th>Booked To</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROTELLA PARK #2</td>
<td>5/24/2020</td>
<td>8:00 AM</td>
<td>4:00 PM</td>
</tr>
</tbody>
</table>
This page will show you a summary of the reservation. Click Finish to submit the reservation.
Success! You have booked a pavilion at Rotella Park. Now you have two options:
You can click Pay Now to pay with credit card. You will be redirected to PayPal to complete the transaction.
Or you can save this page and come to the Parks Admin office located at 9755 Henderson Rd. Brighton CO 80601 to pay the $100 rental fee with cash or check. Checks can be made out to Adams County Parks.