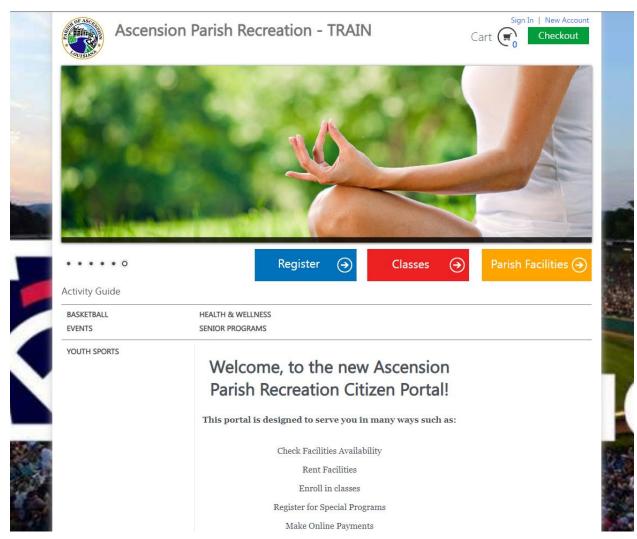


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Browse to website: https://recreation.apgov.us

Homepage View:



If you do not have a portal account, please create one by:

- 1. Click the top right button entitled "New Account"
- 2. Proceed through prompts and ensure that all entered information is correct.

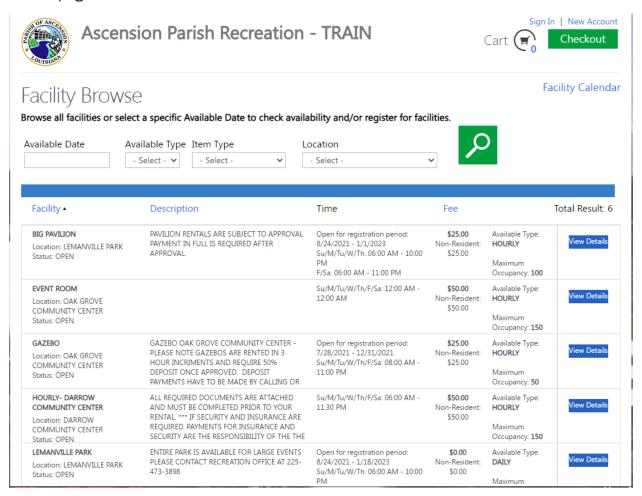
Once completed, you will be able to log in, and utilize available features.

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Rental Registration

From the home screen, click the yellow button labeled "Rent Facilities". You should see a similar page as below:



From the Facility Browse page, select the following details at the top:

- 1.) 'Available Date' (when one needs the event to take place)
- 2.) 'Available Type' (dictates the rate of the selected location) NOT REQUIRED
- 3.) 'Item Type' (detail of the given location. Ex: Gazebo/Event Room/Etc.) NOT REQUIRED
- 4.) 'Location' (actual physical location of given selection.)
- 6.) Once selections are complete, click on the search button (Green Magnifying glass to the right of 'Location')

This will display the options available for the given day with the parameters you selected



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7.) From the search menu list, click on 'Register' to the right of the requested space Note: Must adhere to Maximum Occupancy regulations.

Below is an example, please note that some places require proper documentation to be completed before the event such as alcohol licenses and security

Ascension Parish Recreation - TRAI	N Cart Checkout	
HOURLY- DARROW COMMUNITY CENTER 09-2021-000006 Resident Total: \$50.00 / Non-Resident Total: \$50.00	Add to Cart Return to Results By checking this box, I certify that I have read, understand and agree to the terms shown here.	
Fee (Resident/Non-Resident): \$50.00 / \$50.00 Websi Times: Su/M/Tu/W/Th/F/Sa: 06:00 AM - 11:30 PM Email: Type: EVENT ROOM Allow Available Type: HOURLY Maxim	OPEN te: Alcohol: Yes um Occupancy: 150 um Days Booked in Advance: 10	
EVENT TULIP POLICY (Event (Tulip) Quote Sheet.pdf) - INSURANCE MUST BE OBTAINED IF YOU ARE SERVING ALCOHOL SHERIFFS DETAIL FORM (Extra Duty Request Form \$38.doc) - AGREEMENT MUST BE COMPLETED IF YOU ARE SERVING ALCOHOL RENTAL AGREEMENT (RENTAL CONTRACT - HOA BELLE.pdf)		
Description: ALL REQUIRED DOCUMENTS ARE ATTACHED AND MUST BE COMPLETED PRIOR TO YOUR RENTAL. *** IF SECURITY AND INSURANCE ARE REQUIRED. PAYMENTS FOR INSURANCE AND SECURITY ARE THE RESPONSIBILITY OF THE THE RENTAL AND SHOULD BE PAID DIRECTLY TO THE REQUIRED ENTITY. Day Start Hour End Hour Number Of Attendees 10/20/2022		
Add-Ons		
Name Fee Quantity SECURITY DETAIL \$250.00 250		

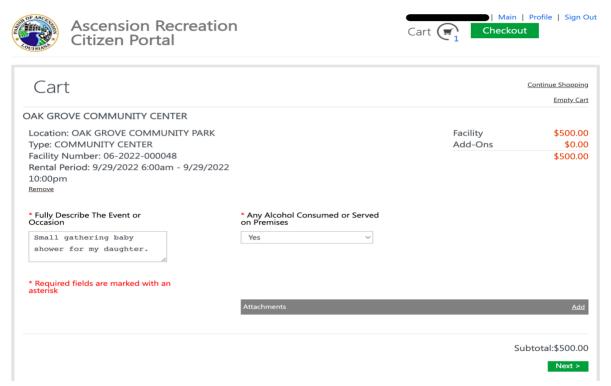
- 8.) Fill out 'Start Hour', 'End Hour', and 'Number of Attendees' to continue.
- 9.) After reading agreement terms, check the box to confirm and then press 'Add to Cart'.



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Below is an example of the window that will appear after pressing 'Add to Cart'.



10.) Answer all questions such as alcohol served, and event description.

Note: You may add attachments here as needed by clicking 'Add' to the right of the Attachments section.

11.) Click green button 'Next'.



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Final Step - Make a Payment			
Payment			
Payment Method ONLINE - CREDIT CARD Pay Now Pay Later			
Order Summary	Invoice To		
: 06-2022-000048 - OAK GROVE COMMUNITY CENTER - COMMUNITY CENTER - OAK GROVE COMMUNITY PARK			
OAK GROVE CC FEE	1	\$500.00	
		Total: \$500.00	

- 12.) Select "Online Credit Card" in the Payment Method section.
- 13.) You have 2 options, 'Pay Now' or 'Pay Later' select an option.

<u>Option 1</u> - Pay Later: Allows you to invoice your payment for up 10 days from your confirmation email. Full payment is required within 10 days to secure the date on the calendar.

<u>-OR-</u>

- Option 2 Pay Now: Allows you to make immediate payment with bank card, after entering required information click 'Make Payment' to process the payment and secure your date.
- 14.) Await receipt, confirmation and/or further instructions via email. All emails are sent to the email that is listed within your portal account. Ensure you are receiving emails from: noreply@apgov.us

^{**} If additional assistance is required, please reach out to the Recreation Department by calling the Citizen Service Center - Tel: (225) 450-1200.