



# Parks and Recreation Rental Registration Guide

Ascension Parish Government

rev. 8/22

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

## Homepage View:

Ascension Parish Recreation - TRAIN

Sign In | New Account

Cart 0 [Checkout](#)

Register Classes Parish Facilities

Activity Guide

BASKETBALL EVENTS

HEALTH & WELLNESS SENIOR PROGRAMS

YOUTH SPORTS

### Welcome, to the new Ascension Parish Recreation Citizen Portal!

This portal is designed to serve you in many ways such as:

- Check Facilities Availability
- Rent Facilities
- Enroll in classes
- Register for Special Programs
- Make Online Payments

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:

**Ascension Parish Recreation - TRAIN** Sign In | New Account

Cart 0 Checkout

### Facility Browse

[Facility Calendar](#)

Browse all facilities or select a specific Available Date to check availability and/or register for facilities.

Available Date:  Available Type:  Item Type:  Location:

Facility	Description	Time	Fee	Available Type:	Total Result: 6
<b>BIG PAVILION</b> Location: LEMANVILLE PARK Status: OPEN	PAVILION RENTALS ARE SUBJECT TO APPROVAL PAYMENT IN FULL IS REQUIRED AFTER APPROVAL.	Open for registration period: 8/24/2021 - 1/1/2023 Su/M/Tu/W/Th: 06:00 AM - 10:00 PM F/Sa: 06:00 AM - 11:00 PM	<b>\$25.00</b> Non-Resident: \$25.00	<b>HOURLY</b>  Maximum Occupancy: <b>100</b>	<a href="#">View Details</a>
<b>EVENT ROOM</b> Location: OAK GROVE COMMUNITY CENTER Status: OPEN		Su/M/Tu/W/Th/F/Sa: 12:00 AM - 12:00 AM	<b>\$50.00</b> Non-Resident: \$50.00	<b>HOURLY</b>  Maximum Occupancy: <b>150</b>	<a href="#">View Details</a>
<b>GAZEBO</b> Location: OAK GROVE COMMUNITY CENTER Status: OPEN	GAZEBO OAK GROVE COMMUNITY CENTER - PLEASE NOTE GAZEBO'S ARE RENTED IN 3 HOUR INCRIMENTS AND REQUIRE 50% DEPOSIT ONCE APPROVED. DEPOSIT PAYMENTS HAVE TO BE MADE BY CALLING OR	Open for registration period: 7/28/2021 - 12/31/2021 Su/M/Tu/W/Th/F/Sa: 08:00 AM - 11:00 PM	<b>\$25.00</b> Non-Resident: \$25.00	<b>HOURLY</b>  Maximum Occupancy: <b>50</b>	<a href="#">View Details</a>
<b>HOURLY- DARROW COMMUNITY CENTER</b> Location: DARROW COMMUNITY CENTER Status: OPEN	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	Su/M/Tu/W/Th/F/Sa: 06:00 AM - 11:30 PM	<b>\$50.00</b> Non-Resident: \$50.00	<b>HOURLY</b>  Maximum Occupancy: <b>150</b>	<a href="#">View Details</a>
<b>LEMANVILLE PARK</b> Location: LEMANVILLE PARK Status: OPEN	ENTIRE PARK IS AVAILABLE FOR LARGE EVENTS PLEASE CONTACT RECREATION OFFICE AT 225- 473-3898	Open for registration period: 8/24/2021 - 1/18/2023 Su/M/Tu/W/Th: 06:00 AM - 10:00 PM	<b>\$0.00</b> Non-Resident: \$0.00	<b>DAILY</b>  Maximum	<a href="#">View Details</a>

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 - TRAIN**

Sign In | New Account  
Cart 0 **Checkout**

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**HOURLY- DARROW COMMUNITY CENTER**

09-2021-000006 **Add to Cart** **Return to Results**

By checking this box, I certify that I have read, understand and agree to the terms shown [here](#).

Resident Total: \$50.00 / Non-Resident Total: \$50.00

<b>Location:</b> DARROW COMMUNITY CENTER	<b>Status:</b> OPEN
<b>Fee (Resident/Non-Resident):</b> \$50.00 / \$50.00	<b>Website:</b>
<b>Times:</b> Su/M/Tu/W/Th/F/Sa: 06:00 AM - 11:30 PM	<b>Email:</b>
<b>Type:</b> EVENT ROOM	<b>Allow Alcohol:</b> Yes
<b>Available Type:</b> HOURLY	<b>Maximum Occupancy:</b> 150
	<b>Minimum Days Booked in Advance:</b> 10

**Documents**

- 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	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Add-Ons**

Name	Fee	Quantity
SECURITY DETAIL 250	\$250.00	<input type="text" value="0"/>

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'.



Ascension Recreation  
Citizen Portal

Cart 1 [Main](#) | [Profile](#) | [Sign Out](#) [Checkout](#)

Cart
[Continue Shopping](#)

[Empty Cart](#)

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**OAK GROVE COMMUNITY CENTER**

Location: OAK GROVE COMMUNITY PARK  
 Type: COMMUNITY CENTER  
 Facility Number: 06-2022-000048  
 Rental Period: 9/29/2022 6:00am - 9/29/2022 10:00pm  
[Remove](#)

**\* Fully Describe The Event or Occasion**

Small gathering baby shower for my daughter.

**\* Any Alcohol Consumed or Served on Premises**

Yes

\* Required fields are marked with an asterisk

Attachments
[Add](#)

Facility **\$500.00**

Add-Ons **\$0.00**

**\$500.00**

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Subtotal: \$500.00

[Next >](#)

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](#)

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**Order Summary** Invoice To: ██████████

██████████: 06-2022-000048 - OAK GROVE COMMUNITY CENTER - COMMUNITY CENTER - OAK GROVE COMMUNITY PARK

OAK GROVE CC FEE	1	\$500.00
		<b>Total: \$500.00</b>

[< Back](#)

12.) Select “Online - Credit Card” in the Payment Method section.

13.) You have 2 options, ‘Pay Now’ or ‘Pay Later’ select either option.

**Note: ONLY CLICK ONCE - There is a delay after clicking a payment choice, clicking more than once will result in duplicate billing invoices.**

### Option 1 - Pay Later

Invoice your payment for up 10 days from your confirmation email. Full payment is required within 10 days to secure the date on the rental calendar.

**-OR-**

### Option 2 – Pay Now

Make immediate payment with bank car. After entering required payment information click ‘Make Payment’ to process the payment automatically securing your rental date.

14.) Await receipt of confirmation email with further instructions. All emails are sent to the email address 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: (225) 450-1200.**