



# Online Facility Rentals: Step-by-Step Guide

## Step 1: Create a New Account

1. Click the **Create New Account** button on the online rental home page ([registerparks.pittsburghpa.gov](http://registerparks.pittsburghpa.gov))



2. Provide basic contact information to establish your account and set a password.
3. Finally, click the **Create Profile** button to save your new account.



## Step 2: Search for Availability

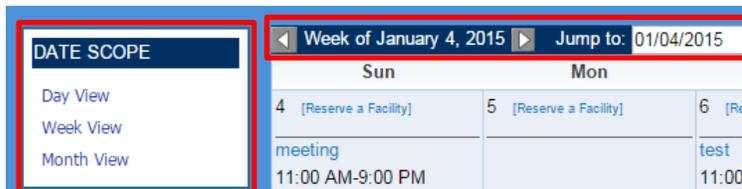
1. Click the **Facility Calendar** button from the online rental home page.



2. Use the calendar filters to select view availability for a specific park shelter or facility.

CALENDAR FILTERS	
Facility Category	Facility
[ALL] ▼	[ALL] ▼
Room Category	Room
[ALL] ▼	[ALL] ▼
Use Type	
[ALL] ▼	

3. Use the navigation buttons or the Date Scope options at the top of the calendar to see availability for a specific date or time period.



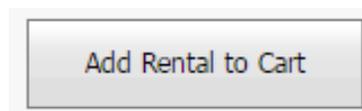
4. After confirming availability on a given date, click any **Reserve a Facility** link shown on the calendar.

### Step 3: Book Your Event

1. Click either **Reserve a Facility** from the Facility Calendar page or the **Reserve Now** button from the home page.



2. Provide basic information about your planned event, select the desired Park or City Facility, and identify the specific shelter or room.
3. Provide the date and time for your event.
  - Park shelters are available for a standard 11:00 am – 9:00 pm rental period
  - City Recreation Center or Senior Center rooms are available between the hours of 4:00 pm – 9:00 pm weekdays or 8:00 am – 8:00 pm weekends
4. If you plan to have alcohol at your event (park shelters only), indicate that an alcohol permit is required.
5. Once complete, click **Add Rental to Cart** to finish.



1. After completing the steps outlined above, click the **Checkout** button from the Shopping Cart page.

Item	Participant	Cost	Discount	Total	
Rental - test		\$75.00	\$0.00	\$75.00	<a href="#">Remove</a>
				<b>Total: \$75.00</b>	
					<a href="#">Continue Shopping</a> <a href="#">Checkout</a>

2. Follow the online steps to re-enter your email address, provide payment information, and submit your payment.
3. After submitting your payment, you will receive an email from Paymentus, the City's credit card processor, with your payment receipt. You will receive a second email from the City of Pittsburgh with a payment receipt and your permit. Please bring your permit with you on the day of your event.

**Please Note: Your reservation will not be confirmed until payment is received. Rentals that are only saved online without completed payment will not reserve the facility in your name.**

### Step 4: Submit Payment