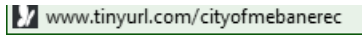



Civic Rec Software

How to Rent a Shelter

1. In your browser's address bar, type in www.tinyurl.com/CityofMebaneRec



2. Midway down the webpage on the left click 

3. A larger box will show up, if you do not have an account log in, please click the blue button. If you do, please skip to step 4

- a. Please visit this link to view the instructions to set up an account.



4. If you already have registered and have an account, please type in your log-in information.

Email/Username

Password

[Forgot Password?](#)

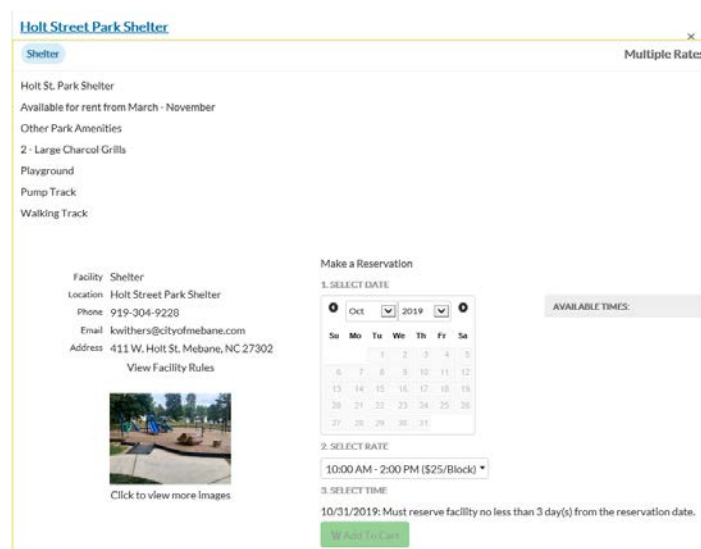
5. Once you are logged in, click the white tab



6. After you click the tab, it will turn blue and show you the shelter rental options



7. After clicking on the options selected, a 2nd option for the specific shelter you would like to rent or in the case of Holt Street Park, you will immediately see an informational screen.




Holt Street Park Shelter

Shelter

Holt St. Park Shelter
Available for rent from March - November
Other Park Amenities
2 - Large Charcol Grills
Playground
Pump Track
Walking Track

Facility: Shelter
Location: Holt Street Park Shelter
Phone: 919-304-9228
Email: kwilthers@cityofmebane.com
Address: 411 W. Holt St, Mebane, NC 27302
[View Facility Rules](#)


Click to view more Images

Make a Reservation

1. SELECT DATE

Oct 2019

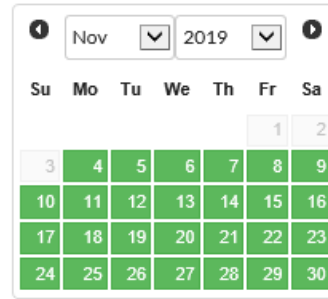
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AVAILABLE TIMES:

2. SELECT RATE
10:00 AM - 2:00 PM (\$25/Block)

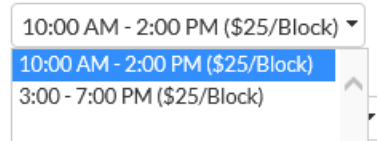
3. SELECT TIME
10/31/2019: Must reserve facility no less than 3 day(s) from the reservation date.

8. Start booking your shelter rental by first choosing the date. Any dates that are whited out, are not available at this time. Any options in green are available



9. After you select your date, please choose your time block, time blocks are set for 10am-2pm or 3-7pm. Those are your only options for shelter rental time blocks. Each time block is \$25.00 per block.

2. SELECT RATE



10. When you have selected your date and your time block, please click



11. A new screen will pop up, please look at the top and review your rental options and price.

#	Item	Total
1.	Rental of Holt Street Park Shelter Shelter 11/21/2019 10a-2p (10:00 A...	\$25.00 x

12. When confirmed, at the bottom of your screen please select



13. This will bring you to a prompts page, which will ask you to provide more information about the shelter rental. Please fill this section out to the best of your knowledge.

Prompts for First Last

2. In case of emergency, other than the primary account holder, who would be a secondary emergency contact?

3. Emergency Contact Phone:

4. How many people do you expect at your event?

5. What type of event are you having with your rental?





14. When all prompts are filled out, please select



15. You will now be asked to agree to a [Shelter Rental Waiver and Release](#) and a [Park Shelter Rental Rules](#) to do this, please select the check box I agree on behalf of

16. You will be asked to use your mouse or finger to sign your name that you agree to the two waivers. When finished, hit the blue save button, you will have to do this for each of the agreements.

Be aware that any current or future rental privileges may be terminated. By

17. When complete, please click 
18. Make sure the price you are paying is what you were expecting and then click 
19. A new page will appear that will allow you to enter all of your payment information, when complete, please click 
20. You will now see a receipt  our shelter rules and waiver for your review, please print a copy of this document and bring it with you to your shelter reservation. You may also just keep the copy of your receipt that you received via e-mail on your phone and use that in case there are any questions about your rental.

Congrats! You now have completed a shelter reservation with the City of Mebane Recreation and Parks Department. Please visit the [City of Mebane website](#) for more tutorials and instructions about the Civic Rec Software. If you have any questions or need assistance, please e-mail adavis@cityofmebane.com