

## Reserving a Pavilion at Lake Waterford Park

Lake Waterford Park has three pavilions available to rent. Reservations must be made in advance. The Blue Jay pavilion (100 capacity) is located in the picnic area near the playground. The Goldfinch and Chickadee pavilions (50 capacity) are located near the lake in a more wooded area. Each pavilion has picnic tables and charcoal grills.

### *Pavilion Rental Fees:*

Blue Jay Pavilion (large, limit 100 people):

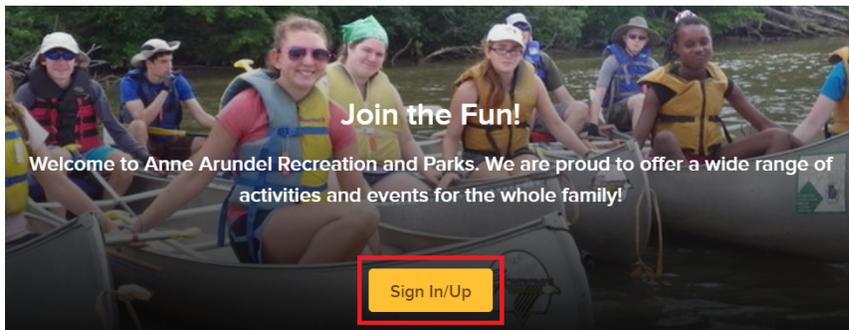
Friday–Sunday and Holidays: \$180.00 per day  
Monday–Thursday: \$100.00 per day

Chickadee and Goldfinch Pavilions (small, limit 50 people):

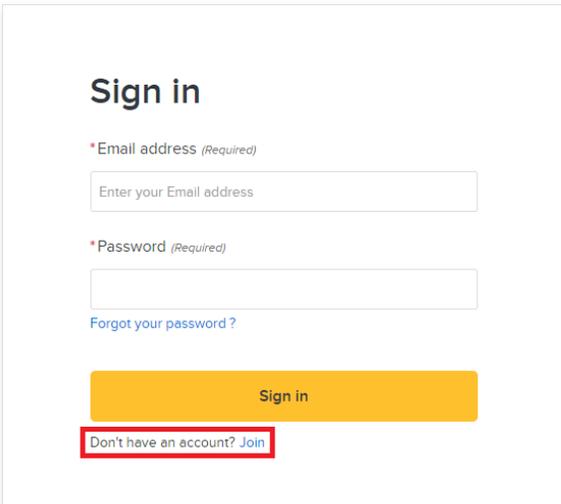
Friday–Sunday and Holidays: \$100.00 per day  
Monday–Thursday: \$60.00 per day

### **Step 1: Create an Account on Recreation & Parks Website**

1. Go to [this link](#).
2. Click **Sign In/Up** at the center of the screen.



3. Under the “Sign in” screen, click **Join**.

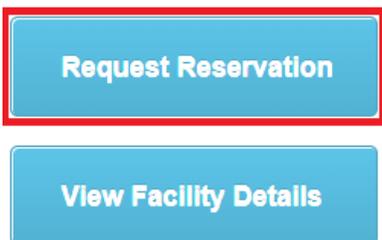


4. Enter your email address, then follow the prompts on each screen to fill in your information. Click **Next** each time.
5. If the system tells you that your address is invalid, use the address the system recommends. Usually the formatting is just slightly different.
6. Once you’ve completed all the required information for your account, submit the information and check your email for an account activation email. **Click the activation link in the email**, and your account will be all set!

## Step 2: Reserve a Pavilion

Now that you have an account, you can begin the process of renting a pavilion.

1. [Click here](#) to begin.
2. Click the blue **Request Reservation** button.



**Request Reservation**  
To request a facility reservation, first log in with your username and password, or create a new account.

**View Facility Details**  
View facility details including location, contact information and hours of operations.

3. Sign in with your email address and password for the account you created in Step 1.  
**Note:** If you are already signed in, you can skip this step.

4. The screen should now say Reservation Event Information. Fill in the information requested. The Event Type is “Pavilion without Prepaid Parking.” Your description can be “birthday party”, “graduation party”, “baby shower”, etc. Fill in your approximate number of guests (does not need to be perfectly accurate). Click **Continue**. See an example below:

▼ **Reservation**

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

\*Event Type (Required)

\*Description (Required)  (e.g., Johnson Wedding)

\*Number of Guests (Required)

**Continue**

5. Choose Lake Waterford Park as the location for the event. The three pavilions should now show up under “Choose the facility for your event.” Information on each of the three pavilions can be found at the top of this document. Choose the pavilion you would like, then click **Continue**. Note: You can hold down the CTRL button to select multiple pavilions. See an example below:

▼ **Choose the location or area for your event**

[Use SHIFT or CTRL to select multiple locations or areas]

Locations	-OR-	Areas
<input type="text" value="Kings Branch Park"/> <input type="text" value="Lake Shore Athletic Cplx"/> <input type="text" value="Lake Shore ES"/> <input type="text" value="Lake Waterford Park"/> <input type="text" value="Lindale MS"/>		<input type="text" value="Any Area"/>

▼ **Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

▼ **Specify facility amenities or special features your event requires**

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet  of the requirements

When you have selected your requirements, click **Continue**

6. The pavilion(s) you chose should now show up on the next screen. Under the “Select” column, check the boxes for the pavilion(s). Then click **Continue**. See an example below:

Select	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	Lake Waterford Park - Chickadee Pavilion	Facility	Day	Lake Waterford Park 830 Pasadena Rd Pasadena, MD 21122 (410) 222-6248

When you have selected the facilities/equipment to try to reserve, click

**Continue**

7. Next, you will select the date of your rental. Enter your specific date as the Begin Date and the End Date and click **Continue**. See an example below:

**Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date

-- AND --

Number of Weeks

-- OR --

End Date

To review your event dates, click

**Continue**

8. The date you have chosen should show up on the calendar in yellow. Click **Continue**.

### Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.

\* indicates a date which you have changed from the requested pattern of dates and times.

September, 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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 12:00 am 24 hours	30	

October, 2022

When you are satisfied with the dates you have chosen, click **Continue**

9. The available pavilion(s) should now show up in a list. If there is a red **X** next to your chosen pavilion, it is already reserved for that day by someone else. You will have to choose a different pavilion, or a different date. Click the check box under “Request” for the pavilion, and click **Continue**. See an example below:

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee (estimated)	Comment
<input checked="" type="checkbox"/>	Lake Waterford Park - Chickadee Pavilion	Facility	Lake Waterford Park 830 Pasadena Rd Pasadena, MD 21122 (410) 222-6248	--	Charge : \$60.00	0	Review selected time.
Select All Deselect All							

When you have selected the facilities/equipment to reserve, click **Continue**

- Click on the Pavilion Waiver to review Pavilion Rules and Regulations. Next, type your initials to agree to this waiver. Under “What is the name of your group?” type in the type of event (birthday party, graduation party, etc.). For the exact time of the rental, put your anticipated start time. See an example below:

Please check any of the items you want included with your reservation request.

▼ Select Checklist Items

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="KS"/>	Yes	Pavilion Waiver	Pavilion Waiver

Please answer the following questions.

**Questions**

\*What is the name of your group *(Required)*  (No more than 60 characters)

\*Please indicate the exact time for rental. Pavilions are available from 9:00am to 1 hr prior to sunset. *(Required)*

When you are done, click **Continue**

- Read the terms of the agreement, then click **Continue**.
- Enter your credit card information, then click **Continue**.
- If the transaction is successful, you will receive a receipt via email with your permit number.