

# Reserve a Park Shelter

**cityofwoodland.org/CSD**

***Reserving of a park can not be completed from a smartphone and should be done on a desktop computer.***

## **Once at Community Services Page**

1. Find ONLINE REGISTRATION in the right or left sidebar of the home page
  - a. Select Click to Register
2. Select FACILITY RENTALS on the GREEN tab (adjacent to the Blue Activities tab)
3. Select your desired park
4. Choose your desired reservation date
5. Selected desired reservation time in the boxes
  - a. You are now directed to make a reservation
6. Create an account with us if you don't already have one. Or click log in.
7. Click ADD TO CART
8. Click CHECKOUT
  - a. Payment is accepted with a credit card.
  - b. Do not enter credit card information twice.

.....  
Reservations and cancellations must be completed by Tuesday 4 pm for the upcoming weekend.

Reservations must be made for a minimum of 2 hours.

Please contact Woodland CSD at 661-2000 for additional assistance during business hours.



**Woodland Community Services Department**

**2001 East Street | Woodland, CA 95776 | (530) 661-2000**

**www.cityofwoodland.org/CSD**