

How to Reserve a Field or Pavilion

Field and/or pavilion reservations may not be available for all organizations.

To reserve a field or pavilion, select either “Field Reservations” or “Pavilion Reservations.”

Field Reservations

Reserve softball fields.

Field Reservations

Pavilion Reservations

Reserve pavilions and other areas

Pavilion Reservations

After selecting one of the options, a new screen will display similar to the one below listing all location and the areas within those locations that are available to reserve.

Wilson Park

This park is located at 675 Park Avenue. Wilson Park is located in the center of the city. It is bordered to the north and south by Prospect Street and Louise Street and to the east and west by Park Avenue and Wilson Avenue. With 22.75 acres, it is Fayetteville's first and oldest park.

Large Pavilion

View Availability

Pavilion

View Availability

Once you find the pavilion or field you would like to reserve, click “View Availability.”

A new screen will display with a monthly calendar view.

Pavilion Reservations						
<i>Select the date you wish to reserve to view availability.</i>						
Wilson Park ~ Large Pavilion						
Change Location						
Previous Month		June 2013			Next Month	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 ...View Available	4 ...View Available	5 ...View Available	6 ...View Available	7 ...View Available	8 ...View Available
9 ...View Available	10 ...View Available	11 ...View Available	12 ...View Available	13 ...View Available	14 ...View Available	15 ...View Available
16 ...View Available	17 ...View Available	18 ...View Available	19 ...View Available	20 ...View Available	21 ...View Available	22 ...View Available
23 ...View Available	24 ...View Available	25 ...View Available	26 ...View Available	27 ...View Available	28 ...View Available	29 ...View Available
30 ...View Available	1 ...View Available	2 ...View Available	3 ...View Available	4 ...View Available	5 ...View Available	6 ...View Available

If you would like to choose a different location, select “Change Location.” You will be redirected to the previous screen with the list of locations.

To change the calendar month, select “Previous Month” or “Next Month.” You may also use the drop-down at the top of the page to change the month.

Choose the day on which you would like to make a reservation and select “View Available.”

A new window will display listing the available time slots.

Wilson Park ~ Large Pavilion Reservation	
<i>Select the time you wish to reserve.</i>	
Wilson Park ~ Large Pavilion	
Previous Day	Monday, June 03, 2013
Next Day	
Time	Monday, June 03, 2013
8:00:00 AM	Click to Reserve starting at 8:00:00 AM
8:30:00 AM	Click to Reserve starting at 8:30:00 AM
9:00:00 AM	Click to Reserve starting at 9:00:00 AM
9:30:00 AM	Click to Reserve starting at 9:30:00 AM
10:00:00 AM	Click to Reserve starting at 10:00:00 AM
10:30:00 AM	Click to Reserve starting at 10:30:00 AM
11:00:00 AM	Click to Reserve starting at 11:00:00 AM
11:30:00 AM	Click to Reserve starting at 11:30:00 AM
12:00:00 PM	Click to Reserve starting at 12:00:00 PM

If you would like to change the day, select “Previous Day” or “Next Day.”

Once you have found a desired time, click the “Click to Reserve starting at” link next to it.

A reservation form will display.

Use the “End Time” drop-down to select how long you would like your reservation to be.

Note that some locations have fees to reserve the time slot.

If there are any fees, the total amount will display on the reservation form.

Current fee amount is

\$ 10

Use Discount Code

Reservation fees will be added to your registration cart.

Some reservation locations allow you to enter in a discount code. If you have a discount code, select “Use Discount Code.”

A textbox will display below.

Discount Code

If you would like an email confirmation of your reservation, check the “Send Confirmation Email” checkbox.

All fields with * are required.

Once you have filled out all necessary information, select “Complete Reservation.”

You will be redirected to the monthly calendar view where you will see your reservation.

2	3 Reserved (8:00:00 AM~10:00:00 AM) (10:30:00 AM~12:30:00 PM) You may not reserve more than one block of time per day.	4 ...View Available
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Please note that you may not reserve more than one block of time per day.