



All gym, batting cage, simulator, racquetball court reservations must be made online.

How to book Reservations online:

1. Go to this link: [Activenet.active.com/Peosta](https://activenet.active.com/Peosta)
2. If using a cellphone: Click on, "For more information, go to the full site."
3. At this point it will ask you to login to your account, or to create an account if you do not have one. Once you create an account, the PCC will have to approve it before you can make any reservations.
4. Click on "Reservations"
5. A list will appear showing you what areas of the building can be reserved. Click on the area that you are looking for.
6. You will be brought to a new page that shows the "Reservation Rules," and "Facility Openings Calendar."
7. At the bottom of the page will be a calendar with our open times over the next two weeks. Members of the PCC can book times up to 2 weeks in advance, while non-members can book times up to 1 week in advance. You should view this calendar first before submitting a request, to make sure your date/time is available.
8. To make a reservation, fill in the information listed on the right-hand side of the screen (Who you are reserving for, number of attendees, and date/time). Click apply, and then click Proceed.
9. Enter the event name (If using back court for volleyball please use the word 'volleyball' in the description so that we know the net needs to be set up for you).
10. Choose the event type (Sporting Event).
11. Click Reserve.
12. Click Finish (Please note that if you have an outstanding balance on your account, it will not allow you to finish). Please contact Stacey (sbauer@cityofpeosta.org) or Ty (ttroutman@cityofpeosta.org) if this happens.
13. You will be shown a conformation page with your receipt number once your request has been submitted.

Reminder:

Please note that reservations will not be automatically approved. Staff will have to approve once it is determined that the reservation is within the hourly guidelines, and no further than two weeks out for members, and one week out for non-members. All non-members in your group must pay the \$10 Day Pass rate when using the facility. If you want to pay the hourly rate, please contact management before practice.

If you have problems with the program to schedule online please contact Stacey at sbauer@cityofpeosta.org, or Ty at ttroutman@cityofpeosta.org. We can set up a time to walk you through this process.