



**Effective October 1<sup>st</sup> 2020 all gym/batting cage 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. Click on: Try visiting the full site.
3. Scroll to the bottom and click on "In order To Reserve Facility". You will be brought to a screen with two boxes: "Reservation Requests" and "View Facility"
4. To view date/time availability click View Facility. Choose the Facility Type you are looking for. Click View Availability. You will then be shown a calendar with our open times over the next two weeks.
5. To make a reservation click Reservation Requests. At this point it will ask you to login to your account, or to can 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.
6. Choose the event type (Kid Zone, Private Party, or Sporting Events) that you would like to reserve: (for the courts, batting cages, you will choose sporting events).
7. Describe the event. (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).
8. Enter the number of people in your group
9. Choose the location
10. Choose the type of facility you would like
11. Choose the facility you would like
12. Click Continue
13. Click the select square once you have verified you have reserved the correct facility. Click Continue
14. Put in the date and time. You can only reserve 2 weeks out, and the max amount is 1 ½ hours (batting cage is 1 hour max). Click continue
15. Double check your reservation time, and then press continue.
16. Click continue
17. Click submit
18. You will get a receipt.

**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 nonmembers. All nonmembers in your group must pay the \$8 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](mailto:sbauer@cityofpeosta.org), or Ty at [ttroutman@cityofpeosta.org](mailto:ttroutman@cityofpeosta.org). We can set up a time to walk you through this process.