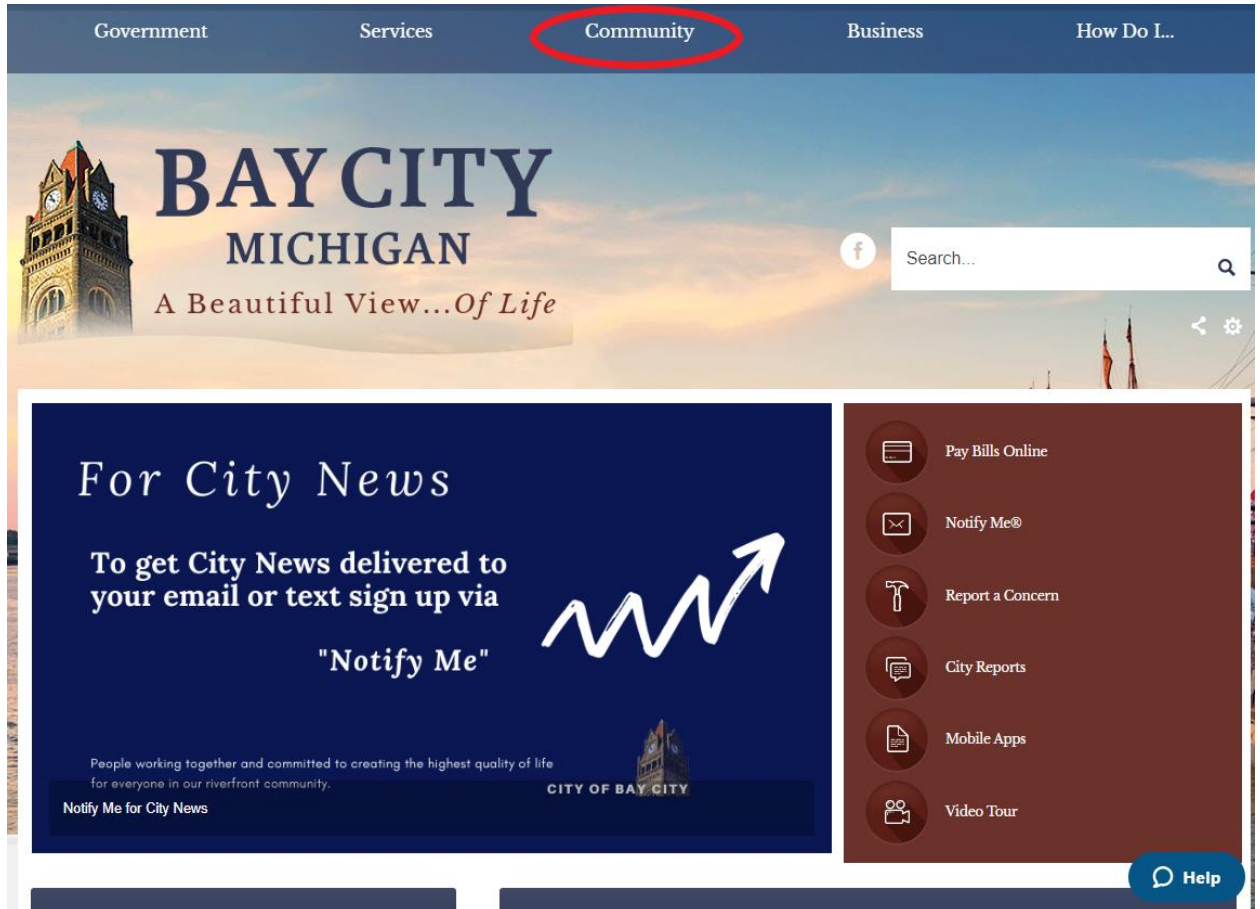


How to Submit a Park Pavilion Reservation Request

1. Go to www.Baycitymi.org
2. Click 'Community'



3. Click 'Parks & Facilities'

The image shows a screenshot of a city website's navigation menu. The menu is a vertical list on the left side of the page, with a dark red background. The items in the menu are: Bridges, Government, City Details, Community Events Calendar, Bay City Master Plan, Community News, Contact Us, Employment, Financial Reports, Newsletters, Our Community, Parks & Facilities, Programs, Property for Sale, Property Taxes, Special Events Planning, Stormwater Management, Video Tour, and Mobile Apps. The 'Parks & Facilities' item is circled in red. The main content area of the website is visible on the right, showing a list of links and descriptions for various city services, including Bridges, City Details, Community Events Calendar, Bay City Master Plan, Community News, Contact Us, Employment, Financial Reports, Newsletters, Our Community, Parks & Facilities, Programs, and Property for Sale. The 'Parks & Facilities' link is also circled in red in the main content area. A 'Help' button is located in the bottom right corner of the page.

Government

- Bridges
- City Details
- Community Events Calendar
- Bay City Master Plan
- Community News
- Contact Us
- Employment
- Financial Reports
- Newsletters
- Our Community
- Parks & Facilities**
- Programs
- Property for Sale
- Property Taxes
- Special Events Planning
- Stormwater Management
- Video Tour
- Mobile Apps

Services

Community

Business

How Do I...

Community

Bridges
Bay City has four drawbridges that are manned 24 hours a day during the shipping season, which extends from April 1 through December 31.

City Details
View information on the City such as history, description and more.

Community Events Calendar
Access calendars to view upcoming events.

Bay City Master Plan
Access the online resource for the Bay City Master Plan.

Community News
Read current news and announcements.

Contact Us
Access contact information for various city resources.

Employment
The City of Bay City is an equal opportunity employer and offers competitive wages and a benefit package.

Financial Reports
Access various financial documents from Bay City such as adopted budgets, comprehensive annual financing reports, and more.

Newsletters
Please review all of our newsletters to date.

Our Community
Read about our community in terms of the present.

Parks & Facilities
Check out area parks, facilities, and a list of their amenities.

Programs
The City of Bay City participates in and offers a number of programs for its residents.

Property for Sale

Help

4. Click the Park you are interested in (*Example Bigelow Park*)

Government Services Community Business How Do I...

Find Government

Facility Types **All selected**

Features **0 selected**

Number of People


Keywords

Search [Reset](#)


Listing **Map**


Save Search

Sort by **Name, A-Z**


 **3rd Street Waterfall Park**
End of 3rd St
Bay City, MI 48708

- Benches
- River Overlook

 **Bay City City Hall**
301 Washington Ave
Bay City, MI 48708

 **Bicentennial Commons Park**
500 N Water Street
Bay City, MI 48708

- Green Space
- Monument

 **Bigelow Park**
Evergreen Drive
Bay City, MI 48708

- Chemical Restrooms
- Drinking Fountain
- Fishing
- [7 more...](#)

Available for Reservations
\$150.00 per day

[Help](#)

Example

5. After clicking the park that are interested in page, Scroll to the bottom to view it's Calendar of Availability.
 - a. Note the multiple viewing options to the right
 - b. When ready to reserve in the upper left corner of the calendar Click 'Request Reservation.

The screenshot displays a web interface for 'bungles' with a navigation bar at the top containing 'Government', 'Services', 'Community', 'Business', and 'How Do I...'. Below this is a section titled 'Availability'. In the top left of this section, the 'Request Reservation' button is circled in red. To its right is a 'Subscribe to Calendar Updates' button. The calendar itself is for June 2020, with navigation arrows and a 'month', 'week', and 'day' view selector on the right. The calendar grid shows dates from 31st to 4th. Events are marked as '7a Private Event' on the 12th, 14th, 21st, and 28th, and '7a Pending Event' on the 19th, 26th, and 27th. A 'Help' button is located in the bottom right corner.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13 7a Private Event
14 7a Private Event	15	16	17	18	19 7a Pending Event	20
21	22	23	24	25	26 7a Private Event	27 7a Pending Event
28 7a Private Event	29	30	1	2	3	4

6. A Box will pop up, make sure the 'From' date is the same as the 'To' date.
Park Reservations are for 7:00AM of that day till 9:00 PM

Navigation: [Government](#) [Services](#) [Community](#) [Business](#) [How Do L...](#)

Availability

Request Reservation | Subscribe to Calendar Updates

today | June 2020 | month | week | day

New Reservation [X]

Reservation for *Bigelow Park*

From
06/22/2020 | 7:00 AM

To
06/22/2020 | 9:00 PM

All Day
This facility only accepts all-day reservations.

Start time must be in the future. Alternatively, you can [find another facility](#) or [view the calendar](#).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13 7a Private Event
14 7a Private Event	15	16	17	18	19	20 7a Pending Event
21	22	23	24	25	26 7a Private Event	27 7a Pending Event
28 7a Private Event	29	30	1	2	3	4

[Help](#)

7. Complete Application:
 - a. Fill out information
 - b. Check the box for Private Listing
 - c. Click Submit at the bottom

The screenshot shows a web form titled "New Reservation" with a navigation bar at the top containing "Government", "Services", "Community", "Business", and "How Do I...". A "Feature Overview" button is visible. The form fields include:

- Event Name***: A text input field.
- Event Details**: A larger text area with the placeholder "Event Details" and the instruction "Enter the event details here".
- Event Date***: Two date pickers, both set to "06/22/2020".
- Time**: Two time pickers, set to "7:00 AM" and "9:00 PM".
- All Day**: A checkbox labeled "Yes" which is checked. Below it, the text reads "This facility only accepts all-day reservations."
- First Name*** and **Last Name***: Text input fields.
- Email Address*** and **Phone Number***: Text input fields.
- Private Listing**: A checkbox labeled "List this event as private on the facility calendar" with "Yes" selected. A red circle highlights this checkbox, and a red arrow points to it with the text "*Click this box so a check mark appears".
- Item Selection**: A dropdown menu showing "Sink, Fridge & Indoor Restroom (\$150.00)". Below it is a "Quantity" input field with a red arrow pointing to it and the text "*Only type 1 in this space".
- Submit**: A button at the bottom left.
- Help**: A circular button at the bottom right.

* indicates a required field

8. We will let you know if your Reservation Request has been accepted or not.
*If it has, we will email you your next steps for Payment to finalize the reservation & getting you the Reservation Permit & any keys if needed.