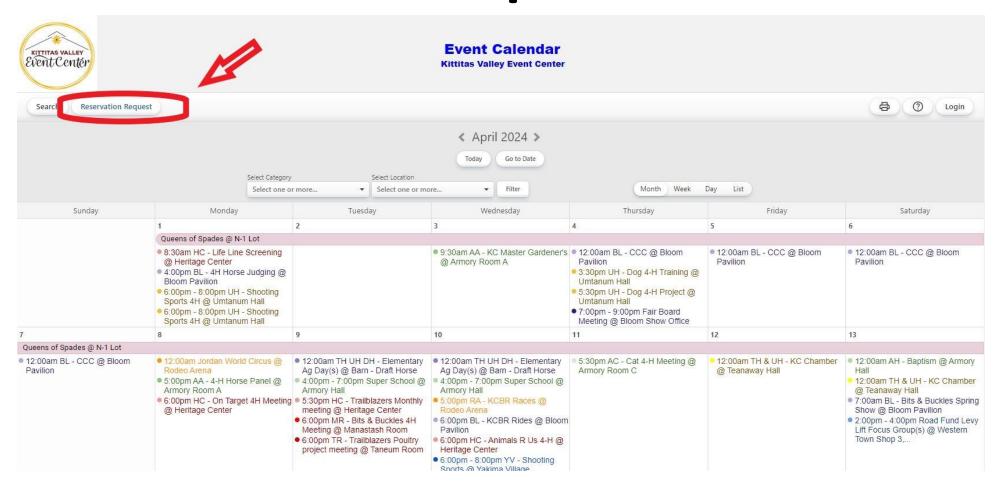


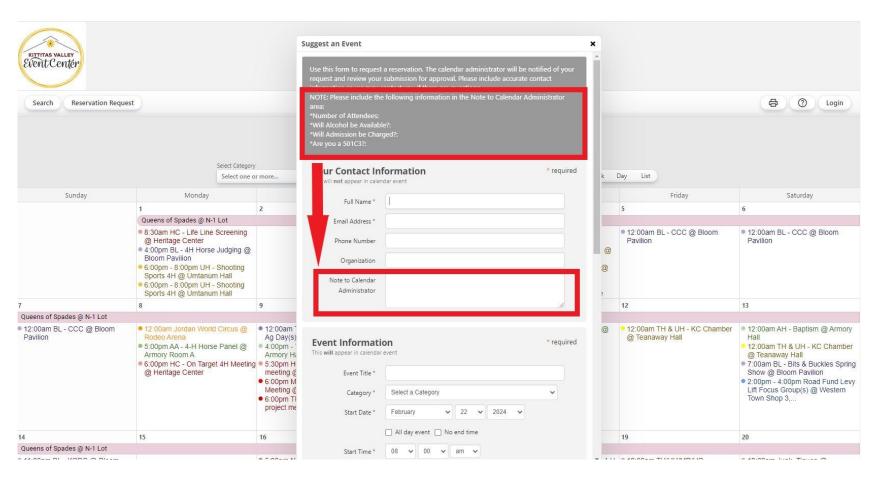
## How to request a reservation:

## 1. Click on "Reservation Request"

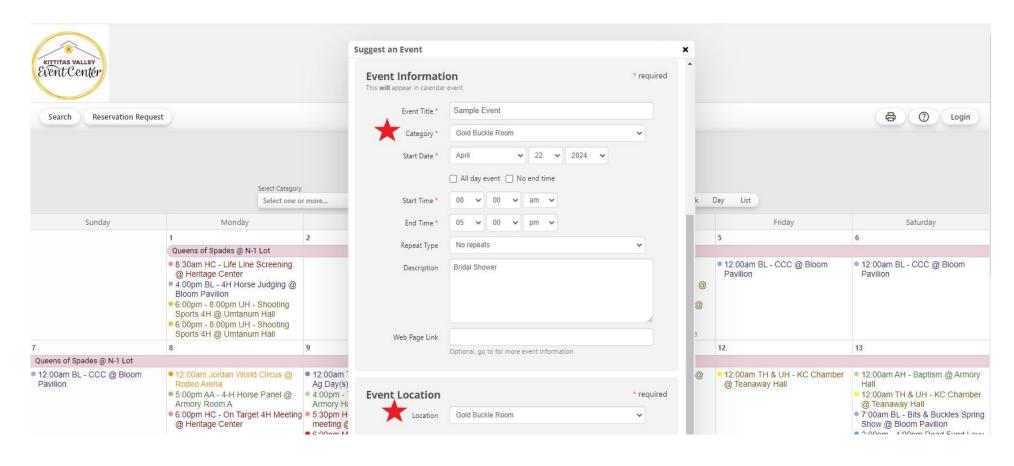


## 2. The "Suggest an Event" box will pop up. Please be sure to add the following information in the "note to calendar administrator" section:

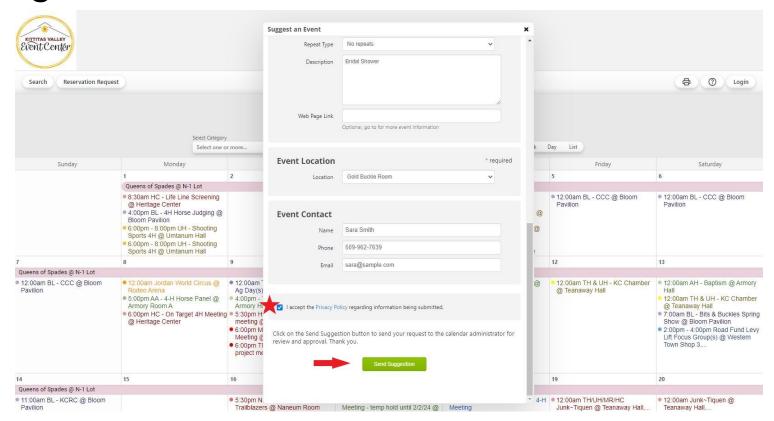
- \*Number of Attendees
  \*Will Alcohol be Available?
- \*Will Admission be Charged?
- \*Are You a 501C3?.



3. The "Category" and "Location" will be the space you are requesting. Please be sure you are selecting the same space in both boxes. If you need more than one space, please note the additional requested spaces in the "note to calendar administrator" section.



4. Be sure to check the privacy policy box and then "send suggestion". You will receive an automated confirmation via email. We will review the event and email you with further information.



\*\*Please note, your reservation is not confirmed until we receive a signed contract (we will email to you) and an event deposit.