

## → Requesting a Pavilion Rental in Pine Community Park

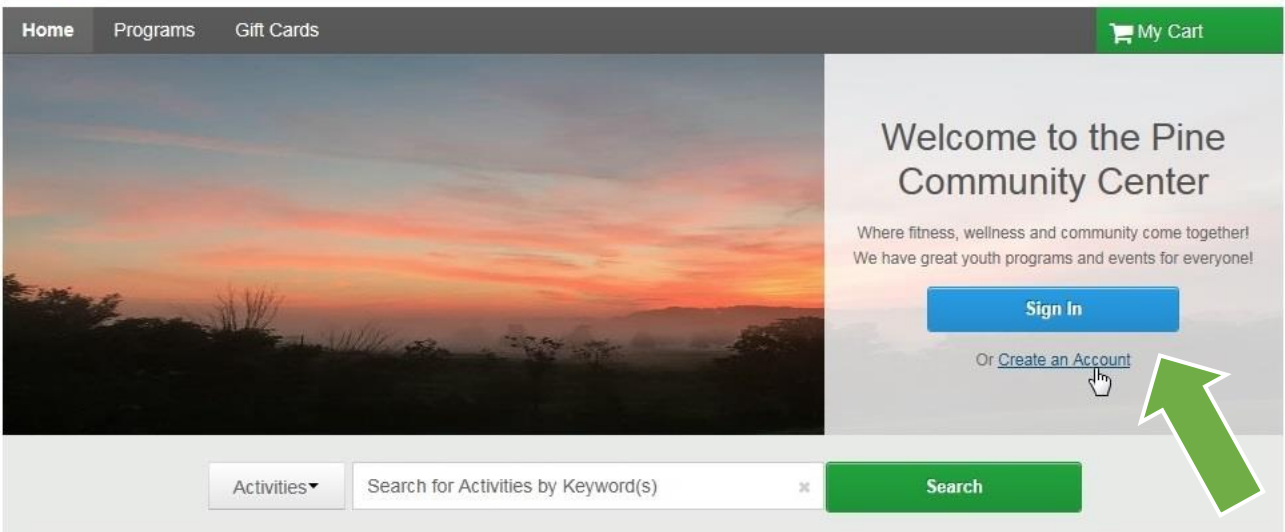
1. Access our online reservation site through “Online Registration” on the Pine Community Center Homepage. After you are redirected, sign into your account by clicking “Sign In” and entering your login and password credentials. If you do not have an account, click “Create an Account” and enter all required fields.



<https://www.twp.pine.pa.us/163/Community-Center>



[Sign In](#) | [Create an Account](#)




2. Scroll to the top banner and click on the “Pavilion Rentals” tab. Click “Request Reservation” and you will be prompted to enter an Event Type (choose pavilion rental from drop down), Description (name of party/event), and Maximum Number of Guests. Once you have completed the fields, click {Continue}.



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Welcome to the Pine Community Center

Where fitness, wellness and community come together!  
We have great youth programs and events for everyone!

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Activities ▾ Search for Activities by Keyword(s)



**Registering Online is Easy! >**  
Click here to view program, lesson, and class information prior to requesting an account or to register online if you already have an account.



**Pavilion Rentals >**  
Click here to put in a reservation request for a pavilion in Pine Community Park. After your request is approved the full rental fee is due as well as a \$100.00 security deposit at the time of booking. For Information, call (724) 625-1636, ext. 119.

3. In the sections below, you can select the pavilion you would like to reserve. You only need to pick the pavilion under “Choose the facility for your event”. The rest of the categories can remain the same. Once the pavilion has been selected, click {Continue}.

## Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations	-OR-	Areas
<input type="text" value="Any Locations"/> <input type="text" value="Pine Cmty Ctr"/>		<input type="text" value="Any Area"/> <input type="text" value="Hance Elementary School"/> <input type="text" value="Home Schooled"/> <input type="text" value="Out of Area"/> <input type="text" value="Pine-Richland High School"/>

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

  
  
 ←

**ONLY THIS AREA NEEDS COMPLETED! PLEASE SELECT THE PAVILION YOU WISH TO REQUEST.**

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet  of the requirements

▼ Choose the category and type of equipment for your event

[Use SHIFT or CTRL to select multiple categories / types]

Equipment Categories	Equipment Type
<input type="text" value="Any Type"/>	<input type="text" value="Any Types"/>

4. The following page will display a list of all facilities which meet your criteria. Under the “Select” column, check the box for the pavilion you wish to reserve and click {Continue}.



## Reservation: Select Facility / Equipment



The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	100	0	Pavilion - Finley	Facility	Rental Block	Pine Community Center 100 Pine Park Drive Wexford, PA 15090 (724) 625-1591

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

Use the following list to go back to a previous step.

[Facilities/Equipment Search](#) [Go Back](#)

Pine Community Center  
100 Pine Park Drive  
Wexford, PA 15090  
Monday - Friday 6:00am - 10:00pm, Saturday and Sunday  
8:00am - 5:00pm  
Tel. (724) 625.1636 Option 3  
Email: [jpatko@twp.pine.pa.us](mailto:jpatko@twp.pine.pa.us)

Methods of Payment  
Visa, MasterCard, Other & eCheck  
Have Questions?  
[Online Registration FAQs](#)

Stay Connected



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5. In the Specify the Dates section, you can select a date for your event to take place. In the “Specify When the Event Starts” section, select “Pavilion Rental Time” from the drop down.

All pavilion rentals are scheduled 8:00am – 9:00pm.

Click {Continue} once all preferences have been entered.

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## Reservation Event Dates

**ACTIVE** network

**Pavilion - Finley must be reserved at least 1 day(s) in advance.**

**Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2018 | Oct | 12

-- AND --

Number of Weeks:

-- OR --

End Date: 2018 | Oct | 12

**Specify when the event starts**

Available Time Slots: 8:00 AM to 9:00 PM (Pavilion Rental Time)

To review your event dates, click **Continue**

Use the following list to go back to a previous step.

Search Results | **Go Back**

Pine Community Center  
100 Pine Park Drive  
Wexford, PA 15090  
Monday - Friday 6:00am - 10:00pm, Saturday and Sunday 8:00am - 5:00pm  
Tel. (724) 625.1636 Option 3  
Email: jpatsko@twp.pine.pa.us

Methods of Payment  
Visa, MasterCard, Other & eCheck

Have Questions?  
Online Registration FAQs

Stay Connected

6. On the next page, review the date and location of the reservation in the calendar. Click {Continue} to confirm the reservation details. The following page will (again) give you the option to confirm the facility at which the request would be booked. Click {Continue} to proceed with the reservation request.

## Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.

\* indicates a date which you have changed from the requested pattern of dates and times.

▼ October, 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 8:00 am 13 hours	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

▼ November, 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

When you are satisfied with the dates you have chosen, click

**Continue**



- Review each waiver and initial in boxes under “Agree to Waiver” and select the box beside “PCP – Pavilion Rental Waiver” to agree to the waiver. Click {Continue} once these tasks have been finished.

We will collect the security deposit (\$100.00) and Finley Gate Key deposit (\$25.00) after your rental has been approved.



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## Reservation Checklist / Questions



Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	PCP - Alcohol Consumption Permit/Waiver	--
Initials: <input type="text"/>	Yes	PCP - Park Rules & Regulations	--
Initials: <input type="text"/>	Yes	PCP - Pavilion Attachment A	--
Initials: <input type="text"/>	Yes	PCP - Pavilion Conditions of Use	--
<input type="checkbox"/>	Yes	PCP - Pavilion Rental Waiver	--

Please answer the following questions (\* - required).

### Questions (\* - required field)

Security Deposit Received?  Yes  
 No

DJ at your event?

Elected  
Gate Key?  Not Elected  
 Not Applicable

**Only for Finley Pavilion, if Requesting Keys Pavilion Select “Not Applicable”**

When you are done, click [Continue](#)

Use the following list to go back to a previous step.

[Go Back](#)



- There is an additional waiver, please be sure to thoroughly read the text and click {Submit}. After you click {Submit}, you can view your reservation request receipt. A permit request will be sent to the Facility Rental Coordinator for approval. Pine Community Center staff will be in touch with you to finalize your rental request.



## Reservation Review



**This is the final step in requesting your reservation!**

Review the information carefully.

When you click on the Submit button below, your request will be sent for confirmation. Our staff will contact you to confirm your request and obtain payment.

Pavilion - Keys (Near Basketball Crt) at Pine Community Center

#	Day	Date	Time
1	Saturday	Oct 13, 2018	8am to 9pm

CONDITIONS OF USE OF THE ORGANIZATIONS FACILITY: 1) You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur: 2) Fighting; Unseemly conduct; Health Violations (spitting, smoking, etc.); Abuse of staff or property; Negligent or delinquent in remitting payment. 3) A \$100

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click

**Submit**



Use the following list to go back to a previous step.

Checklist / Questions

**Go Back**

## → View Account Reservations

- Log into the reservation site and navigate to “My Account”
- Select {List of Prior Transactions} to view Permit and Reservation Details