

Facility Rental Process

1. Reservations are requested through Team Sideline under Facility Rentals tab.
2. Applicants can check availability by selecting the Facility they would like to rent and then select individual dates or they may select a date range for a specified facility.
3. Select Reservation Times – Reservations are broken out by hour (ex. 8:00 AM – 9:00 AM). Applicant must select at least two consecutive hours.
4. Reserve and Checkout – The Cart will show one line item for facility, date, and time frame rental price. A second line item, for the corresponding facility's security deposit, will automatically be added.
5. Proceed to Checkout – Before checkout, the applicant;
 - a. can choose an “add-on” (MPC - alcohol deposit or OS - Inflatable Deposit)
 - b. Must agree to all Terms & Conditions:
 - i. Reservation Pending Approval Acknowledgement;
 - ii. Facility Rental Agreement (hold harmless);
 - iii. Facility Rental Policy;
 - iv. Damage Deposit Acknowledgment;
 - v. Facility Keys Acknowledgement (when applicable).
6. Checkout – Applicant fills out billing and payment information. Line item for rental includes “**Note: This item is pending approval.**”
 - a. This section will ask if the applicant has a Coupon Code. Coupon Codes are only distributed to Non-Profit rentals who have already submitted their 501(c)(3) documents.
7. Review – All applications will be reviewed.
 - a. If approved, confirmation will be emailed to applicant.
 - b. If denied, applicant will be notified and a refund will be issued through Team Sideline.
 - c. If cancelled 72 hours before reservation, a refund will be issued through Team Sideline.