

# Checking Picnic Site Availability Online



Our hope is that with the directions below you'll be able to fully navigate your way through our site and check availability on ALL of our reservable picnic sites! If you have already read the instructions or feel comfortable navigating your way through on your own [click here](#), otherwise check out the step by step directions below!

## STEP 1—Getting Started

1. Click [this link](#)

1. Click on the following link: [Check picnic site availability online!](#)

## STEP 2—Select Location

1. Select the park you are interested in OR you can select ALL
2. Click [Next>](#)

## STEP 2—SELECT LOCATION:

Click on the park you for which you would like to check the availability.

If you would like to check all the parks (or don't have a specific park in mind), select (All)

Click NEXT

The screenshot shows a web application interface for 'Santa Rosa Recreation and Parks e-Reg : Facilities & Parks'. The page is titled 'Facilities & Parks' and 'Equipment'. The 'Location' dropdown menu is open, showing options: '(All)', 'Howarth Community Park', 'Doyle Community Park', 'Finley Community Park', and 'Franklin Community Park'. The 'Next>' button is highlighted, and an arrow from the text 'Click NEXT' points to it. Other buttons include '<<Back', 'Cancel', and 'Reset'.

### STEP 3—TYPE OF EVENT:

Choose the type of event/size of picnic site.

Most parks will have Large Group Picnic Site or Small Picnic Site.  
(Howarth Park will also have Birthday Party Package areas)

Small Picnic sites are for groups up to 50 people.

Large sites are for groups with 50-200 people.

\*If you have more than 200 you need a special use permit (find out more [here](#)).

### STEP 3—Type of Event/Size of Picnic Site

1. Choose the size of picnic site.  
Most parks will have Large Group Picnic Site or Small Picnic Site
2. Leave the other choices alone  
(Do NOT change them)
3. Click Next>

Santa Rosa Recreation and Parks e-Reg : Facilities & Parks Step 2/3

Type of event  
(Any)  
-Howarth Birthday Party  
-Large Group Picnic  
Small Picnic

Type of facility  
(All)

Feature  
(Not Applicable)

Capacity#

<Back Next> Cancel Reset

Leave the type of facility as (All), the feature as (Not Applicable) and leave the capacity blank.

\*After selecting the type of event, it is best to leave the rest of the options as is, and click next. Selecting the other options usually does not return accurate search results.

## Date Range and Reviewing your Results

### Step 4—Date Range

1. Select date range you are interested in
2. **Optional:** Select days of the week, probably Sat, Sun
3. **Leave everything else as is**
4. Click: **SEARCH**

The screenshot shows the 'Facilities & Parks' search page for 'Equipment'. The search criteria are set to 'Date between' 9 Apr 2011 and 16 Apr 2011. Under 'Day(s)', 'Sat' and 'Sun' are selected. 'Time between' is set to 6 AM and 10 PM. The 'Length' field is empty. The 'Search' button is highlighted with an arrow from the instructions.

If you have a **specific day** you want to have your reservation on:  
Select that date for both the start and end date range.

If you want to search a date range:

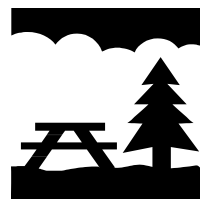
Select the start and end dates of the range you want to search.

You will also want to select days of the week, probably Sat and Sun

Do not fill out anything to do with time of day or length, the defaults will provide you with correct results. Click Search.

### Step 5—Review your results

1. Email [rentparks@srcity.org](mailto:rentparks@srcity.org) if you are interested in booking a picnic site



Review your results and send us an e-mail at [rentparks@srcity.org](mailto:rentparks@srcity.org) to let us know which you would like to book.

The picnic reservation desk is staffed M/W/F, 1-4:30 PM and they will respond to you when they are next open.

Search didn't return any results? Or not what you expected? Here are some possible reasons why...

1. Defaults may not have been selected. You may have selected a specific time frame, or chosen an attribute for a facility etc. Select the park, event type and date range only, leave all else as is.
2. The date you are looking for is less than seven days away. We only take reservations 7 days or more in advance.
3. Nothing is available. Our parks get booked up quite a bit during the spring and summer months so it's definitely possible there's nothing available for the dates you're looking for.

### Problems???

If none of these suggestions help you, please email [rentparks@srcity.org](mailto:rentparks@srcity.org)