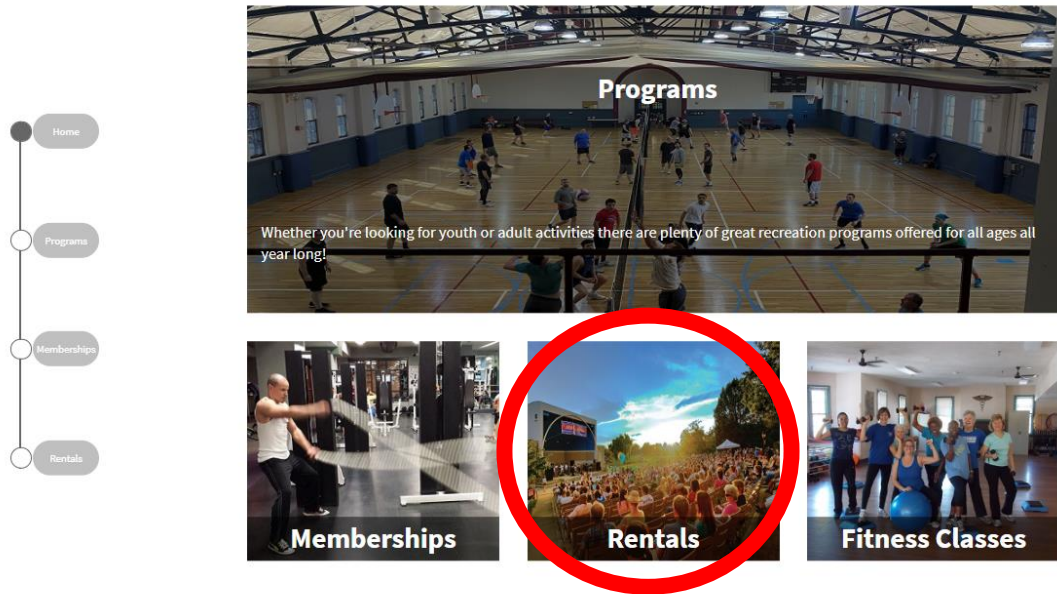
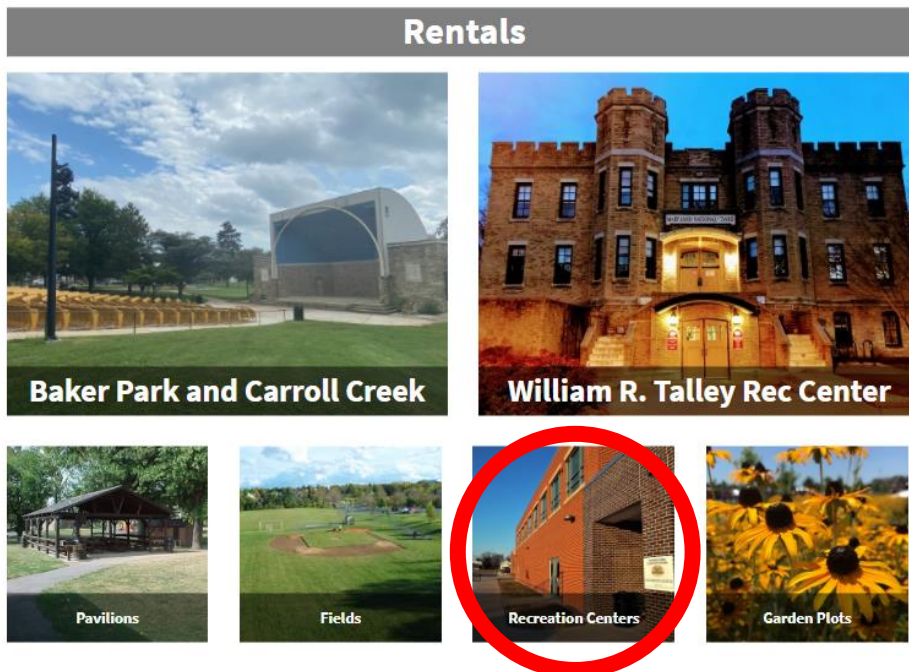


Recreation Center Rental Instructions:

1. Visit www.cityoffrederickmd.gov/webtrac and create account
2. Send proof of Non-profit status to acoleman@cityoffrederickmd.gov
 - a. Once your proof (501 (3)(c)) is verified the non-profit Reduced Rate will automatically be applied to your reservations
 - b. This only has to be done the first time you make a reservation in the new system
3. To make reservations visit www.cityoffrederickmd.gov/webtrac and select "Rentals"



4. Select Recreation Centers



5. Use the filters for specific locations/dates- hit “search” button to apply filters

Facility Search Criteria

Keyword Search	<input type="text"/>	Date	09/22/2021	Begin Time	12:00 am
Type	All Types Baker Park Building Carroll Creek Linear Park Court Garden Plots Lake Area Only	Subtype	All Sub Types	Features	All Features Chairs Commercial Refrigerator Commercial Stove/Oven Conference Table Dressing Room Drive Gate
Location	All Locations Amber Meadows Park Apple Avenue Park Baker Park Baker Park Angelberger Field Baker Park Bandshell Baker Park Carillon Bell Tower	Facility	All Facilities	Display Option	Detail

Search Reset [trash icon] [print icon] [share icon] [refresh icon]

6. Select ALL desired dates/times

Butterfly Ridge Full Gym

Time Blocks (Select All that Apply)	Facility Description	Date	Price	Info	Documents	Share
+ 4:30 pm - 5:00 pm Book Now						
+ 5:00 pm - 5:30 pm Book Now						
+ 5:30 pm - 6:00 pm Book Now						
+ 6:00 pm - 6:30 pm Book Now						
+ 6:30 pm - 7:00 pm Book Now	Butterfly Ridge Full Gym	09/23/2021	\$42.00/\$42.00	View Map		
+ 7:00 pm - 7:30 pm Book Now						
+ 7:30 pm - 8:00 pm Book Now						
+ 8:00 pm - 8:30 pm Book Now						
+ 8:30 pm - 9:00 pm Book Now						
+ 9:00 pm - 9:30 pm Book Now						

7. Once all desired dates and times have been selected click “add to cart”

4:30 pm - 5:00 pm
Book Now

5:00 pm - 9:00 pm
Unavailable

Butterfly Ridge Recreation Room (ROOM_BUTTERFLY_RIDGE_RECROOM): 10/06/2021 @ 6:00 pm - 7:00 pm

Add To Cart Clear Selection

8. Make minimum payment (20% of entire reservation)

9. Email Certificate of insurance to acoleman@cityoffrederickmd.gov