

How to Book Your Party Room Online

1. Go to www.ActiveMONTGOMERY.com.
2. Click on the middle of the three boxes marked “Facilities” (between “Activities” and “Memberships”)
3. Click on “Quick Reserve”
4. **Login** to your account, or click on “Create Account” if you do not have one already.
5. Click on the “Reservation Group” and select “Parks Splash Park Tent Rentals or Parks Splash Park Tent Rentals”
6. Select the date you are interested in; if you want to change the date, make sure to click “Check Availability” again to update the results. You will see a screen that looks like this:

Selection

Reservation Group

Reservation Date

Time Range am to am
 pm pm

Check Availability

Availability for Mon, Mar 14, 2016

Event Name:

[Hide Advance Booking Restrictions Info](#)

Name	Type	Attend	Qty	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
S. Germantown Splash Large Party Tent - Bookings cannot be made more than 90 day(s) in advance - Must be booked at least 1 day(s) in advance	Facility	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓	✓	✓	✓	✓
S. Germantown Splash Medium Party Tent 1 - Bookings cannot be made more than 90 day(s) in advance - Must be booked at least 1 day(s) in advance	Facility	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓	✓	✓	✓	✓
S. Germantown Splash Medium Party Tent 2 - Bookings cannot be made more than 90 day(s) in advance - Must be booked at least 1 day(s) in advance	Facility	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓	✓	✓	✓	✓

Calculate Charges

Reserve

7. Enter the event name at the top of the table (for example, “John’s 5th Birthday Party”).
8. Select the reservation that you are interested in by clicking on the first checkbox and the rest of the greyed-out boxes will check off to show the entire reservation. Note: a red check means that the timeframe is unavailable.
9. Click the “Calculate Charges” button and see what the rental fee will be.
10. After reading the waiver by clicking on the description, enter your initials to agree to the waiver.
11. Click “Reserve”.
12. Enter your payment information on the next screen and click “Continue” to complete your order.