

Reserve a Shelter Online Today!

Step-By-Step: **How to Reserve a Park Shelter**

1. Open your internet browser and go to www.ci.middleton.wi.us
2. Hover over the “I Want To...” tab to the right of the city logo. Options will appear below; click on “Reserve a Shelter/Facility”.
3. To print off a copy to turn into the Recreation office or to mail in, click “Reservation Application & Rental Information”. Print off, fill in, include payment, and you’re done!

OR

To create an easy-to-use online profile, which you can use for future rentals, click the green “Recdesk” logo.

4. On the left-hand side look for the Account Login box and click on the “Create Account” button.
5. Fill out the information. Be sure to remember your username and password, so you can sign-in in the future. Click the yellow “save” button and your account will be created.
6. In the upper left-hand corner, click the brown “facilities” button.
7. Scroll down to your desired location and click the “reserve” button next to it.
8. Use the arrows above the calendar to get to the month you want. If the shelter/facility is available on your desired day, there will be a green box. Click the green box to reserve.
9. Provide the description of use and group size. Then click “select fee”, a drop-down will appear. Click the appropriate fee type. Then click “add to cart”.
10. Click “checkout” on the left-hand side of the screen in the box with the shopping cart.
11. Thoroughly read through the waiver and facility agreement form. Click “I Accept” when you are done.
12. Enter your payment information, then click continue to complete the payment process. That’s it!

A confirmation email will be sent to the address you entered. Be sure to double-check that everything is correct.



Questions? Please contact us.
(608)821-8360
middletonrec@ci.middleton.wi.us

