CIVICREC
FACILITY RESERVATIONS SYSTEM for
DOUGLAS COUNTY
MAINTENANCE

Create a Facility Reservation
The CivicRec reservations system allows the general public to reserve Douglas County Fairgrounds and Lone Star Lake facilities and pay reservation fees and deposits online via a standard web browser using a secure logged on account. Limited information may be accessed without an account.

Access the CivicRec reservations system at https://secure.rec1.com/KS/douglas-county-ks/catalog.

Without a CivicRec account, users can check facility availability and rental rates. With a CivicRec account users can log into CivicRec to create and pay for facility reservations for the Douglas County Fairgrounds and Lone Star Lake.
Get Started

1) Open an Internet browser and navigate to the CivicRec Catalog at https://secure.rec1.com/KS/douglas-county-ks/catalog.

2) Click the Log In/Create Account button.

Enter your login Username and Password

3) Enter your username. This should be the email address you used to create the account.

4) Enter your password.

5) Click the Log In button.

NOTE:
If you have forgotten your password, click the Forgot Password link and follow the instructions for creating a new password.

Browse and Select Location, Date, Time, and Rate Type

6) Click the tab at the top of the CivicRec catalog where the facility you wish to reserve is located.
7) Locate the facility you wish to reserve and click it.

8) Read the information about the facility, fee options, etc.

9) Select the date when you wish to reserve the facility.
10) Note the available times and rate types that are available for the selected date.

11) Click the drop-down arrow to view available rates.
12) Click the desired rate.

13) Select a beginning time and an ending time. If you selected the Six Hour Block rate type you must indicate six hours of time.
14) Click the Add To Cart button.

15) To add additional dates and/or facilities click the Close link and repeat the process.

NOTE:
If you wish to remove an item from your cart click the X to the right of the item to be removed.
NOTE:
At any time you may return to the Catalog to add items to your reservation.

Complete the Reservation Request
16) After adding the last facility click the Checkout button.

If the cart window is closed click the Cart button at the top of the CivicRec window and then click the Checkout button.
Forms
17) Click the View/Print button next any of the forms that are relevant to your reservation.

18) Click the Confirm Forms button.

Prompts
19) Answer the prompts.

20) Click the Submit Responses button.
### Waivers

21) Read through the waivers. There will be at least one and usually more than one to sign. At the end of each waiver is a checkbox indicating you agree to the waiver.

22) Click the checkbox to display the Waiver Signature box.

23) Using your computer mouse or other pointing device connected to your computer sign the waiver and click the Save button.
24) Scroll to the top of the page and click the Confirm Waiver Agreement.

NOTE:
If you have signed the waivers for a previous reservation you might not have to sign them again this time. Waivers will need to be signed once each year before a reservation can be completed.

If you wish to remove anything from your reservation click the X to the right of that item.
Review and Complete the Reservation Request

25) Click the Review Transaction button.

You will have the ability to make changes before completing the transaction.

26) Click the Complete Transaction button.

You will receive an email confirming your reservation request. This email will have a Registration Receipt attached to it.

Once the reservation has been approved an email will be sent to you indicating the approval.

You will also receive an email giving you the ability to pay for the reservation.

NOTE:
At any point in the process, if you wish to move back to a previous step click the previous step name beneath the button for the current screen.
NOTE:
If you wish to view the items in your cart again, click the Catalog button at the top of most screens and then click the Cart.

Paying for the Reservation
Once your reservation request has been approved you may return to the CivicRec site to submit your payment.

After logging in do one of the following:
• click the Cart near the top right of the Catalog screen, or

• click the Pay button near the top left of the Catalog screen.

Click the Add button to add the charge to your cart.
You can also pay by clicking the Pay Now button in the email you receive from Douglas County.

Your cart will open. Click the Checkout button.

Enter your credit card information and click the Review Transaction button.
You may also pay by sending a check to the Douglas County Maintenance Office. The check should be payable to **Douglas County Board of County Commission** and mailed to:

Douglas County Maintenance Office  
111 E 11th Street  
Lawrence KS 66044

You may also make an appointment to stop by the office to pay by check or credit card in person.