**Room Rental Request Instructions**

**Starting November 1st, all room rental requests for dates in 2025 and beyond MUST be submitted through the Parks and Recreation website:** [**sheltonparksandrec.recdesk.com**](sheltonparksandrec.recdesk.com)**. Please follow instructions below.**

**ROOM RENTAL REQUESTS**

1. **Sign in to your RecDesk Profile before trying to submit a request.** Profiles are required to submit a request, and are required for any participant in the lesson.
	1. If you do not have a profile, please click “**Log In**” then click “**Create Account**”.
	2. To add another person to your household account, click “**Add Household Member**”.
2. After signing in, go to the “**Facilities**” tab and click “**Room Rentals**”. Scroll to “**Room Rental Requests**” and click the green “**Reserve**” button.
3. After clicking “**Reserve**” you must select a date. When complete click “**Add To Cart**”.
4. Once your date is added to your cart, click “**Go To Checkout**”.
5. Read and accept the waiver.
6. Complete the required forms, including the detailed ***“Room Rental Request”***. When all forms are complete, click the blue “**I Have Completed All Forms**” button.
	1. You will be required to submit address verification as part of this process. Please have it ready.
7. The system will notify you that no payment is due at this time and will end the process. Your form will be submitted for review by Shelton Parks and Recreation Staff.
	1. Requests are not guaranteed. A member of Shelton Parks and Recreation will reach out to you if there are any questions or once a request has been approved.

**FEES & PAYMENTS**

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|  | **Resident** | **Non-Resident** |
| **Craft Room** | $50 | $100 |
| **Multipurpose Room** | $80 | $160 |
| **Gym** | $50 per hour | $100 per hour |
| **Dance Studio** | $50 | $100 |