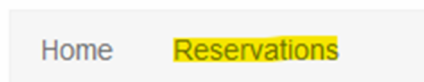




HOW TO RESERVE A FACILITY

Through your ActiveLCF portal, you can reserve various recreational facilities, including parks, courts, fields, and auditoriums.

1. Navigate to [ActiveLCF](#).
2. Log in to your ActiveLCF portal through the **Sign In/Up** button located on the homepage.
3. Click on Reservations on the top left-hand side of the My Account page.
4. Using the search bar, type the name of the facility you would like to reserve or select from the list. You may also filter the list by facility type.



5. Click on your desired facility.
6. The facility page will provide details about the facility, including description and reservation rules.
7. Using the top right-hand side box, select the number of attendees and the date you would like to book the venue. You may also use the calendar on the page to make your selection.

If applying for an organization already in the system, use the drop down to select the organization.





Date
When?

Select your event dates

Jul 2023

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Time Range: 8:00 AM to 9:00 AM

Time Length: [dropdown]

Reset Apply

8. You may select as many dates as you would like before proceeding. Please note that dates which are grayed out are not available.

9. Click Proceed once you have submitted all your date requests.

10. Fill out the reservation form. You may add additional dates you may have forgotten from this page under Booking Information.

11. Once you are finished, Reserve.

12. Shopping Cart will display the estimated fees for your reservation. You may see the line item for each

fee by expanding the down arrow **\$4,139.00**  anywhere you see cost:

You may select as many dates as you would like.

NOTE (For Parks): Residents are eligible for reoccurring permits. Non-Residents, are not eligible for reoccurring reservations at the park and may only apply for one date at a time.





Shopping Cart

Test User TU 1 item, \$4,139.00 in total.

test
\$4,139.00 ^

Lanterman Auditorium Entire Venue

Sep 13, 2023 5:00 AM - 11:00 PM Attendee(s): 1 \$3,780.00 ^

DESCRIPTION	QTY	UNIT FEE	AMOUNT
Lant Aud Manager Fee	18.00	\$55.00	\$990.00
Lant Aud Non-Perf Rate Fee	18.00	\$95.00	\$1,710.00
Lant Aud Tech 1 Fee	18.00	\$30.00	\$540.00
Lant Aud Tech 2 Fee	18.00	\$30.00	\$540.00

Resource level fee
\$359.00 ^

DESCRIPTION	QTY	UNIT FEE	AMOUNT
Lant Aud CIP Use Fee	1.00	\$218.00	\$218.00
Lant Aud Cleaning Fee	1.00	\$150.00	\$150.00
Lant Aud Damage Deposit	1.00	\$100.00	\$100.00
Lant Aud Perf Rate Surcharge Fee	0.00	\$40.00	\$0.00
Lant Aud LCF Based Group CIP Use Discount	1.00	-\$109.00	-\$109.00

Subtotal **\$4,139.00**

Deferred to Payment Plan **-\$4,139.00**

13. Hit Finish to submit your request. There will be nothing do at the time of your submission. City staff will review your application and if approved, will invoice you through the system.

NOTE: FEES SHOWN ON YOUR APPLICATION ARE ESTIMATE ONLY. YOU WILL NOT OWE ANYTHING WHEN SUBMITTING YOUR APPLICATION. STAFF WILL REVIEW YOUR REQUEST AND IF APPROVED INVOICE YOU THROUGH THE SYSTEM.

