

## GREEN COVE SPRINGS PARK RESERVATION & VENDOR REGISTRATION TIPS



*Spring Park on the St Johns River, Vera Francis Hall Park, & Thomas Hogan Gym*

The City of Green Cove Springs reservation and vendor website is hosted through CivicRec, an online registration system. To use, simply click on the QR Code below or following link: <https://secure.rec1.com/FL/green-cove-springs-fl/catalog>

If you are looking to reserve a building or shelter, sign up for an event or activity, or just research what areas and offerings we have, this is where you need to go! If you need further assistance, please contact Kimberly Thomas, Executive Assistant at 904-297-7054 or email at [kthomas@greencovesprings.com](mailto:kthomas@greencovesprings.com)

### HOW TO CREATE AN ACCOUNT

1. Select **Login with an email** to Login or Register/Create Account.
2. On mobile devices, go to Menu and select Login/Create Account.
3. Fill out the required information

### HOW TO RESERVE A FACILITY, SHELTER, OR FIELD

1. Select the catalog tab associated with the facility type you would like to reserve.
2. Browse for the field/shelter you are interested in and select it.
3. Click on the calendar to choose your reservation date. If the date & time is available, it will allow you to continue.
4. If the date & time is unavailable, it will require you make another selection.
5. Once the rental space has been added to your cart, click checkout to finish your transaction.
6. A series of prompts/waivers will follow that need to be answered and agreed to before payment can be made.

NOTE: A Refundable Cleaning Deposit will be added at checkout for the Gazebo, Large Pavilion, and Pool Pavilion.

**ATTENTION: All "events" must fill out a Special Event Application prior to making a reservation! Some events require Council and/or Staff approval! Event examples: clinic, dance class, festival, car show, organized gathering, etc. NOTE: An event is not a birthday party, family gathering, wedding, etc.**

### HOW TO REGISTER FOR AN EVENT

1. Select the catalog tab for the desired EVENT.
2. Browse for the program/activity/event you are interested in and select it.
3. Make sure to select the correct account member before adding it to your cart.
4. Once the program/activity/event has been added to your cart, click checkout to finish your transaction.
5. A series of prompts/waivers will follow that need to be answered and agreed to before payment can be made.

