

HOW TO NAVIGATE SPORTSITES TO RESERVE A CITY PAVILION

Go to: StaytonOregon.gov

Select Departments> Pool Home

In the Quicklinks Box > Online Portal

On Registrations Home page: Select Stayton Park and Facility Rentals (the one with the little file folder icon)

Scroll down and select your desired Facility

On the Facility page, Hit the Reserve button

On the Calendar, select your date and times.

The system will prompt a Sign In or a Sign Up

Once you are signed in or signed up, Hit the Reserve button again

Enter a description of the event

From the drop down, select the Registrant (must be an adult to rent)

Click Submit

Accept Legal Waiver language

Your Shopping Cart will display. You can delete items here before you pay.

Ready to Pay? Click Credit Card button

Enter Debit/Credit card information

Click Pay and You Are Done!