HOW TO REQUEST A FACILITY

FOR FIELD/FACILITY USE; RENTALS OF POOLS, SHELTERS, ETC.

GO TO WWW.WHEELINGREC.COM



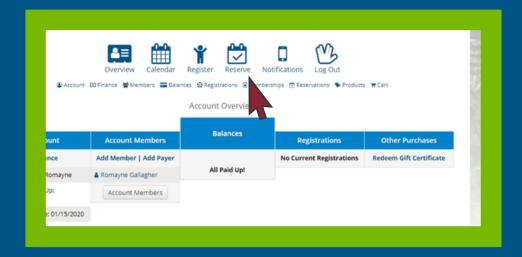
STEP 1:
CLICK
"CREATE ACCOUNT"



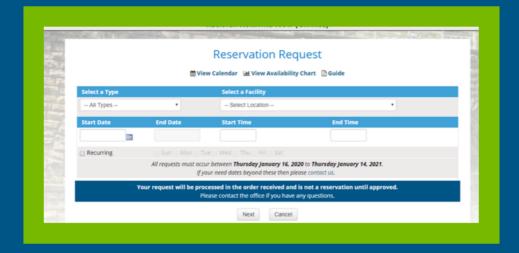
STEP 2:
CREATE AN ACCOUNT
FOR YOUR HOUSEHOLD
OR ORGANIZATION

one-time event that allows y ry adult first. rs of your household from t e registrations and other pui	he Account Members portion	
sly made an account and ca	nnot log in, please reset you	ur password or contact us instead of creating a new accou
	Account Informa	ation
	Account Type	
	○ Household	nization
Organization Name		Title
	Primary Account M	lember

STEP 3:
ONCE ACCOUNT IS
CREATED, CLICK
"RESERVE" TO
SCHEDULE FACILITY
USE



STEP 4:
SELECT THE
LOCATION AND
FACILITY, DATE, AND
TIMES, THEN CLICK
"NEXT"



STEP 5:
REVIEW DATE, TIME,
LOCATION, AND
CONTACT
INFORMATION



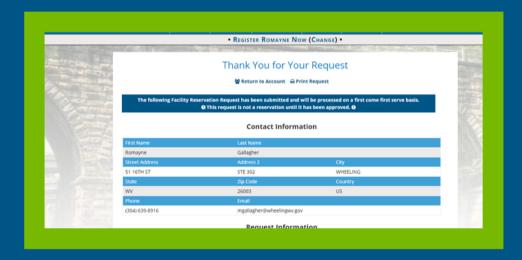
STEP 6:
PROVIDE ADDITIONAL
NOTES, PURPOSE OF
RESERVATION, AND
HEAD COUNT.

	Request Information	
Additional Info		
* Purpose of Reservation	* Head Count	
	Fee Schedule and Notes	
ool		

STEP 7:
REVIEW FEE
SCHEDULE, NOTES,
AND DISCLAIMER.
CHECK THE BOX TO
AGREE AND CLICK
"SUBMIT"

	Fee Schedule and Notes
	be in writing and received by the City of Wheeling Parks and Recreation office no later than before the event. Failure to cancel three (3) business days before the event will result in
	Disclaimer
Pool Pool Rental Agreement:	click here or read below.
Please be advised of the following: • All rental agreements must be submitted at least two (2) weeks before the event.	
	I have read and agree to the Disclaimer statement.

STEP 8:
ONCE REQUEST IS
APPROVED, PAYMENT
MAY BE MADE ON THE
WEBSITE OR SENT IN
TO THE REC OFFICE



QUESTIONS? CONTACT US!



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