

DeWitt Parks & Recreation

How to rent a park shelter online



1. Go to parks.cityofdewittiowa.org
 - a. Hover on parks
 - b. Select **Rent a Park Shelter** in the drop-down menu
 - c. This will provide a list of all City of DeWitt park shelters including amenities & location.
2. Find the shelter you want to rent for and click on the availability link with each shelter
3. This will take you to a calendar to check availability for your desired rental date.
4. Use the left and right arrows on the top left of the calendar to navigate to your desired rental month.
5. Click on the date you want to rent a shelter. Shelters can be rented in 2019 beginning on January 8th at 10 AM for the coming year. Following 2019, all shelters can be rented 365 in advance.
 - a. Shelters can be rented between April 1st and October 31st.
6. This will take you to the login page at: <https://dewitt-ia.cogran.com/>
7. You will need to enter your Login and password
 - a. If you have an account, enter your username, password and click Sign in.
 - b. This will take you to your contact information. Please verify the date is correct and click save.
8. If you do not have an account, click on the blue box "Create and Account"
 - a. You will need to enter: First Name, Last Name, you will need to create a username & password and enter a valid email address.
 - b. Confirm the Household Information and Adult Contracts then select Save.
9. The next page will show your shelter selected on the Facility Registration List Page.
 - a. Click on the green arrow for the selected shelter
 - b. Confirm the desired facility (i.e. park shelter desired)
 - c. Enter something in the description – Birthday party / family reunion / etc.
 - d. Confirm the selected rental date
 - e. Read the rules to the customer and click box to "Agree to Waiver"
 - f. Click Save
10. This takes you to step 3 of 4
 - a. Enter the arrival time & departure times / Make sure they allow time for setup and cleanup.
 - b. Click Save
11. This takes you to step 4 of 4 Confirm registration and checkout
 - a. Choose the payment method – credit / debit card is the only online option.
 - b. A confirmation email will be sent to the email address that was entered.
12. Registration complete. Thank you.
 - a. A rental card will be posted on your shelter on your rental date.