

How to rent DeWitt Aquatic Center with Rec Desk and DeWitt Parks & Recreation



1. Visit <https://dewittiowa.recdesk.com/>

2. Click **login**.

Enter your username and password. Press the green **sign-in** button.

3. Your personal information page will show here.

4. Click on **Home** on the blue tool bar (far left button).

5. Click on the blue **facilities** button.

6. The facilities available are listed.

Click on DeWitt Aquatic Center under facility type. Then click **Reserve** (green button).

7. A calendar will appear. Use the arrows to find your desired date.

DAC rents Saturday & Sunday during the season. Click **Reserve** on your desired date.

8. Select your desired rental time and click the **plus** button then click **add to cart**.

Rentals are available in 2 hour time slots. 10 AM-12 PM or 6 PM-8 PM.

9. On the shopping cart page, click **go to checkout**.

10. Read & then click the **I accept waiver** button.

11. The next page will show the required forms to be completed.

You are required to review and sign the DAC rules and regulations form. Click **Complete Form**.

Review the document, scroll to the bottom, sign and click **submit form**.

12. Click the blue **I have completed all forms** button at the bottom of the page.

13. at the check out page, complete the credit / debit card information and click **Submit**.

14. Your rental is complete. A confirmation email will be sent to you.

You did it! Great job.