

How to rent DeWitt Community 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.

When you find the DCC room you want to reserve, click **Reserve**.

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

8. Complete: description of use and group size.

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

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

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

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

Click **complete form** next to alcohol permit. (if you are not serving alcohol, click the acknowledge button)

If you are serving alcohol, review the document sign at the bottom and click **submit form**.

13. Click **complete form** next to renter policies, review the document sign at the bottom and click **submit form**.

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

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

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



You did it! Great job.