

## Reserving a Pavilion, Field or Space with ML Schedules

Niskayuna Residents,

### Registration for Pavilions, Parks and Spaces opens March 25<sup>th</sup>!

Welcome to ML Schedules! This year, when you are planning your parties for the spring, summer or early fall, we will have a new process of how to reserve your pavilion, field or space. It is a new software called ML Schedules. It will feel a bit strange at first but I know if you take your time, watch the video provided with the new user registration, it will become easy in no time!

1. The first step will be to log onto our website Niskayuna.org
2. Once there, you will go to Departments – and click on Community Programs
3. Once you are in Community Programs – on the left-hand side under **Related Pages** - you will click on **Fields, Parks and Pavilion Rentals** and start your registration.
4. As a new registrant, you will be a new user. (There is a video to watch if you are having trouble to the right of the new user selection)
5. As you begin to fill out your registration, the first selection will be classification. If you are renting a space, you **MUST** be a Town Resident. You will select Town Resident. We do check addresses.
6. Fill out Name, phone, email, and select a password
7. **Group** – This will be your name, address, phone number
8. Insurance This only applies if you are having alcohol and we will ask for that once you reserve a pavilion or space.
9. Once all information is submitted, please wait 24 hours for approval from a Town Staff member. (If you register over a weekend, registration will not be approved till the following Monday)
10. Once approved, you will be able to go onto ML Schedules and begin the reservation process. You will see if a pavilion is available and can request to reserve it. Reservations will be first come first serve basis.
11. This year, you can pay by using check, cash or PayPal on the ML Schedule Site. We still require a 200.00 refundable security deposit dropped off at the Town. \*Checks should be made to the Town of Niskayuna.
12. All registrations **are required** to be made through this system.
13. If you have any questions, please call Julie Lohre @ 518-386-4504 or Jean Foti @ 518-386-4548