FACILITY RENTAL INQUIRE

MUST HAVE A WEBTRAC ACCOUNT!

BELOW IS A LIST OF STEPS TO RESERVE A FACILITY

- **Step 1**
  Go To Redondo.org/Facilities

- **Step 2**
  Select the Link at the top: "Click here to reserve courts and facilities..."

- **Step 3**
  Select Facility Rentals or Hopkins Wilderness Park. On The Top Left Corner Input,
  - Date
  - Facility
  - Select "Search"

- **Step 4**
  Select "Submit a Request"

- **Step 5**
  Select a Time Frame

- **Step 6**
  Answer Questions and Complete the Waiver and Proceed To Check Out

Rental requests must be made at least 1 month in advance and required the approval of the Program Coordinator. Allow up to 72 hours for an email or call regarding your rental request. Payment is required upon approval; all fees must be paid within 24 hours after the receipt was sent. Please continue the online process until a final receipt is generated that ensures your request has been approved.