

1. Select the “Facility Reservation” Button on the Facility rentals page or go to <https://losgatos.perfectmind.com/22167/Clients/BookMe4?widgetId=b7b5d2a4-679e-49ed-9299-fddaca501ea>

Please note an LGS Recreation account will be required to complete your reservation.



2. Select your location and facility type
 a. OUTDOOR FACILITIES – You will see a preview of the park map. Select “Choose” on the right

A screenshot of a web application interface. On the left, there are filter sections for "Keyword", "Service", "Date Range", "Days of week", and "Age". The main area is titled "Select an Activity" and displays a grid of facility cards. Each card includes a facility name and a link to its details. The facilities listed include: Adult Recreation Center (ARC Meeting Room, ARC Multi-Purpose Room), El Quito Park (EQP Horseshoe Pit, EQP Pickleball Court, EQP Picnic, EQP Sand Volleyball Court), Prospect Center (PC Meeting Room, PC Multi-Purpose Room), Wildwood Park (WP Horseshoe Pit, WP Picnic, WP Sand Volleyball, WP Stage), Azule Park (AP Horseshoe Pit, AP Petanque Court, AP Picnic, AP Tennis Court), Gardiner Park (GP Picnic), Kevin Moran Park (KMP Bocce Ball Court, KMP Picnic, KMP Tennis Court), Youth Recreation Center (YRC Meeting Room, YRC Multi-Purpose Room), Beauchamps Park (BP Tennis), Clubhouse Rentals (Blossom Hill Clubhouse, Daves Clubhouse, Van Meter Clubhouse), Joan Pisani Community Center (JPCC Meeting Room, JPCC Multi Purpose Room), and Warner Hutton House (Warner Hutton House).

Park Map preview

A screenshot showing a "Park Map preview" for "Kevin Moran Park (1 Facilities)". It includes a small satellite map image, a brief description of the park's amenities (picnic tables, benches, drinking fountain, basketball court, tennis court, bocce ball courts, meditation garden, etc.), and the location (LGS Recreation). There is a "Read more" link and a list of amenities: Basketball Court, Bocce Ball Court, Playground, Restrooms, Soccer Field, Water Fountain. At the bottom, there is a pagination control showing "1" of "10" items per page.

3. Select your Facility from the list with “Choose”

A screenshot of a facility selection page. At the top, it says "7 Results Found". Below this is a list of three facility cards: "Arts and Crafts Room" at Saratoga Community Center, "Conference Room" at Saratoga Community Center, and "Dance Studio" at Saratoga Community Center. Each card includes a small photo of the room, a title, location, and a brief description of its use and amenities.

4. Enter number of hours you wish to rent for.
 a. Some indoor spaces require 2 to 4 hour minimums
 b. Tennis Courts and Pickleball courts have a maximum of 1 hour rentals
 c. You will be selecting the start time below

A screenshot of a reservation form. The first section is titled "1 Activity and duration" and shows "Joan Pisani Community Center Meeting Room" selected. Below this is a dropdown menu for duration, with "2 h" selected and highlighted in yellow. The second section is titled "2 Number of people to attend" and shows a text input field with the number "5" entered, highlighted with a red border.

5. Enter number of people attending (this field is required). The facility max capacity is listed in the description and in the table link

1 Activity and duration

Joan Pisani Community Center Meeting Room

2 h

2 Number of people to attend

5

6. Use the Date Picker or Arrows on the calendar to select your date and rental START time

*Please note: The available times shown are for selecting your event's **START** time, not the event duration. For example, if your event is 4 hours long and the facility closes at 10 PM, only start times up to 6 PM will be available.*

3 Select an available time to request

[Jump to Date](#)

Sorry, there are no available times at the moment. Please try again later.

October 2023							Aug 29 - Sep 4, 2023				
Su	Mo	Tu	We	Th	Fr	Sa	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7	Aug 30	Aug 31	Sep 1	Sep 2	Sep 3
8	9	10	11	12	13	14					
15	16	17	18	19	20	21					
22	23	24	25	26	27	28					
29	30	31	1	2	3	4					
5	6	7	8	9	10	11					

7. Click "Reserve" at the bottom left

You're about to request:

- Arts and Crafts Room
- Joan Pisani Community Center Meeting Room
- 10/01/23
- 08:00 AM-10:00 AM

[Request](#)

8. Log in or Signup

- When signing up for an account a password will be emailed to you. If you do not receive the emailed password please contact info@lgsrecreation.org to have it resent



LGS Recreation

Los Gatos-Saratoga Community Education and Recreation

Don't have a login? [Signup](#)


Login to your account

Email

Password

[Forgot password?](#)

[Login](#)

<p>9. Fill in the questionnaire, read and sign the waiver, read and sign terms and conditions</p>		
<p>10. Checkout</p> <p>a. OUTDOOR RENTALS – Add a credit card and make payment.</p> <p>b. INDOOR RENTALS & Wildwood Picnic Areas – Make payment & submit your rental for approval. Be sure to submit the request 14 days before your event.</p>	<p>Payment Method</p> <p>Your available credit</p> <p><input type="checkbox"/> Use your credit balance</p> <p>Your credit cards</p> <p><input type="radio"/> VISA [redacted]</p> <p><input type="radio"/> VISA [redacted]</p> <p><input type="radio"/> VISA [redacted]</p> <p><input type="radio"/> Add a new Card</p> <p>Place My Order Continue Shopping</p>	<p>Order Summary</p> <p>Clear Cart</p> <p>Kevin Moran Park Tennis Courts 1 x</p> <p>00056331 10/01/23, 03:30 PM - 04:30 PM</p> <p>Payment Summary</p> <p>Subtotal:</p> <p>Gift Card or Promo Code</p> <p>Total Due Now</p>
<p>11. Save or print the completion document for your records. A copy will also be emailed to you</p>	<p>The receipt has been sent to [redacted]@gmail.com</p> <p>Print Receipt Print Contract Book Another Event</p>	
<p>12. INDOOR RENTALS & Wildwood Picnic Areas – Submit insurance, if applicable, to facilityrentals@lgsrecreation.org</p> <p>13. Once the date is secure an additional invoice may be created for you for facility attendant and alcohol permit fees. Log in to your account or is it our offices to make payment. We cannot take payment over the phone.</p>		