

# ONLINE PAVILION RESERVATION TUTORIAL

Park pavilions can be reserved 2 weeks prior and up to 6 months in advance of your event. You can reserve a pavilion for a morning period of 8am-1pm, an afternoon period of 2pm-7pm, or for the entire day from 8am-7pm. In order to book, please follow the below steps. Once completed you will receive an email with your receipt and contract.

**NOTE: Pavilion rentals will be approved by staff to ensure your party fits within the parameters of the pavilion and park rules – you will receive an email from staff to confirm, deny, or alter your contract within 3 business days. Additional fees may apply.**

To get started, go to the online registration webpage located at:

<https://friscotexas.perfectmind.com/23114/Clients/BookMe4?widgetId=15f6af07-39c5-473e-b053-96653f77a406&embed=False&redirectedFromEmbeddedMode=False>. Pavilion rentals are located under the “Rentals” heading.



The screenshot displays a web interface for activity reservations. On the left is a 'Filters' sidebar with sections for Keyword, Location, Service, Date Range, Days of week, and Age. The main area is titled 'Select an Activity' and contains a grid of activity categories:

- 50+ Adults:** Arts (GFC), Classes (GFC), Education (GFC), Fitness, Special Events (GFC), Sports (GFC), Trios (GFC)
- Aquatics:** Certification Courses, Learn to Swim, Water Exercise
- Athletic Complexes:** Diamond Fields, Rectangle Fields
- Camps:** Creative, Frisco Heritage Museum, Camos, Sports, Tennis
- Frisco Veterans Memorial Fund:** Frisco Veterans Memorial Fund Donations
- Enrichment:** Dance, Education, Play Night Out, Preschool
- Fitness:** Adult & Youth Fitness Classes
- Sports:** Adult Sports, Soccer Sparks, Tae Kwon Do, Tennis, Youth Sports
- Special Events:** Frisco Freedom Fest Vendors
- Rentals (highlighted with a red box):** Frisco Heritage Center, Park Pavilions, Waterpark Pavilion Rentals

After selecting Park Pavilions, a list of all rentable pavilions will populate in alphabetical order. If you know which pavilion you would like to rent, scroll through the list until you find that pavilion. To proceed, click the blue “Choose” button that is circled in red in the screenshot below.

If you are unsure which pavilion to rent, use the filtering options on the left side of the page to filter by location and/or amenities – the list will automatically update. You may also use the calendar button to select your desired date and then click the blue “Check Availability” button. Pavilions that are available for all time slots will show as “Fully Available”, pavilions available for one time slot will show as “Partially Available”, and pavilions not available at all will show as “Unavailable”.

Please note we only rent pavilions at Frisco Commons Park, Shawnee Trail Complex, and Warren Sports Complex – all other parks with pavilions are first come, first serve.

City of Frisco Parks and Recreation  
972-292-6500

Search Facilities

7/8/2021

Check Availability

Location

- Frisco Commons Park
- Shawnee Trail Sports Complex
- Warren Sports Complex

Amenities

- Basketball Courts
- BBQ Grills
- Covered Seating
- Outlet
- Parking

Show more


City of Frisco Parks and Recreation  
972-292-6500

Login

## Park Pavilions

← Back

7 Results Found




**FCP - Pavilion #1 East**  
Pavilion

A covered pavilion with 9 picnic tables and a BBQ grill.

Location: Frisco Commons Park

Amenities: Outlet, Pavilion, Covered Seating, BBQ Grills, Playground, Parking, Picnic Tables, Restrooms

Choose




**FCP - Pavilion #1 East and West**  
Pavilion

A covered pavilion with 18 picnic tables and 2 BBQ grills.

Location: Frisco Commons Park

Amenities: Outlet, Pavilion, Covered Seating, Playground, Parking, Picnic Tables, Restrooms

Choose



**FCP - Pavilion #1 West**  
Pavilion

A covered pavilion with 9 picnic tables and 1 BBQ grill.

Location: Frisco Commons Park

Amenities: Outlet, Pavilion, Covered Seating, BBQ Grills, Playground, Parking, Picnic Tables, Restrooms

Choose

After selecting the specific pavilion to rent, there will be 3 items that appear on the screen:

Item 1 will ask how long you want your reservation for – choose “5h” from the dropdown if you are wanting a half day reservation (8am-1pm or 2pm-7pm) or choose “Daily” if you are wanting a full day reservation (8am-7pm).

Item 2 will require you to put in the number of people to attend – the max amount of people you may have will be indicated to the right of the screen (circled in red).

Item 3 will be the availability of your chosen pavilion. Any available timeslot will show up as a blue box that says “Reserve.” If you choose the half day rental, the timeslot will begin at either 8am for the morning slot or 2pm for the afternoon. If you choose the full day rental, there will be a single box.

If you see the gray box that shows as “First Come, First Serve” this means you may use that pavilion at that time slot on a first come, first serve basis. If the time slot is blank, that means it has been reserved and you may not use it or reserve it.

To proceed, click the blue “Reserve” box -

## STS - Pavilion

Shawnee Trail Sports Complex

A covered pavilion with 1 picnic table.

- Activity and duration  
REC - Pavilion Rental - Parks  
5 h
- Number of people to attend  
100
- Select an available time to request

Jump To Date

	Thu Jul 22	Fri Jul 23	Sat Jul 24	Sun Jul 25	Mon Jul 26	Tue Jul 27	Wed Jul 28
8:00 AM	First Come, First Serve	Reserve	Reserve	Reserve			
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM	First Come, First Serve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							

### Facility Hours

Sunday	08:00 AM - 07:00 PM
Monday	08:00 AM - 07:00 PM
Tuesday	08:00 AM - 07:00 PM
Wednesday	08:00 AM - 07:00 PM
Thursday	08:00 AM - 07:00 PM
Friday	08:00 AM - 07:00 PM
Saturday	08:00 AM - 07:00 PM

### Amenities

- Basketball Courts
- Parking
- Playground
- Sand Volleyball Courts
- Outlet
- Picnic Table (1)
- Restrooms
- Tennis Courts

### Features

Max # of People: 150

### Location

6501 Hillcrest Rd., Frisco

After clicking the reserve button, the time slot you selected will turn green and ask you to review your selection and click the blue “Request” button (circled in red).

Aug 26 - Sep 1, 2021							
Time	Thu Aug 26	Fri Aug 27	Sat Aug 28	Sun Aug 29	Mon Aug 30	Tue Aug 31	Wed Sep 1
8:00 AM	First Come, First Serve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
9:00 AM					Reserve		
10:00 AM					Reserve		
11:00 AM					Reserve		
12:00 PM					Reserve		
1:00 PM					Reserve		
2:00 PM	First Come, First Serve	Reserve	Reserve		Reserve	Reserve	Reserve
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							

**You're about to request:**

- STS - Pavilion
- REC - Pavilion Rental - Parks
- 8/30/21
- 08:00 AM-01:00 PM

**Request**

The system will prompt you to login to your account - if you are not already signed in - or signup if you do not already have an account.

Once signed in, the system will ask you to verify the booking attendee (user who is booking the reservation), after selecting the correct user click the blue “Next” button.

City of Frisco Parks and Recreation  
972-292-6500

Summer Baker

My Info Courses Launch Website

Back to Event

**STS - Pavilion**  
REC - Pavilion Rental - Parks  
8/30/21  
08:00 am - 01:00 pm  
Attendees: 100

Restrictions  
Gender: Co-ed

1 Attendees 2 Questionnaire 3 Fees & Extras 4 Payment

Who is making this reservation?

Summer Baker (You)

Next

You will then be prompted to a questionnaire page where you will be asked a series of questions. All questions are required and will be used to approve, deny, or alter your request by staff. When done – click the blue “Next” button on the bottom right hand corner of the page.



**Pavilion Rental**

Summer Baker

Estimated number of participants? \*

Type of event \*

- Fundraiser
- Organization Outreach
- Picnic
- Party
- Race/Walk
- Concert/Performance
- Rally
- Sporting Event
- Camp/Class
- Reception
- Wedding
- Other

Does your event require vendors? \*

A vendor is anyone who will be onsite during or delivering something before the event; ie: food trucks, amusement, etc.

- Yes
- No

If yes, please describe.

The next screen will indicate whether you will pay a Resident Rate or a Non-Resident Rate, this is based of the address on your profile. Click the blue “Next” button.



**Select Optional Event Extras (Required extras cannot be removed)**

Summer Baker

Select a FEE to pay

<input type="radio"/> REC - Park Pavilion Rental (NR)	\$100.00	No Tax
<input checked="" type="radio"/> REC - Park Pavillion Rental (R)	\$50.00	No Tax

Total **\$50.00**

**Next**

The final screen will be your payment method. If you already have a card on file, you may choose one of those cards to pay your fee (circled in red). If you do not have a card on file, you can add your card (circled in blue below) and can click the checkbox “Remember this card” to save it on your profile for future use. **NOTE: The financial information that you enter in the system will not be saved and cannot be accessed by anyone else.**

Click the blue “Place My Order” button when ready to pay.



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My Info   Courses   Launch Website

### Payment Method

Your credit cards

**VISA** \*\*\*\*\* Summer M Baker

**Add a new Card**    Remember this card

Name on Card

Card number  

Expiry month   Expiry Year

CVV

Address (Street)

City

Country   State/Province   Zip/Postal Code

**Place My Order**   [Continue Shopping](#)

### Order Summary

[Clear Cart](#)

**STS - Pavilion**   1 x \$50.00 ×

00060537  
8-30-21, 08:00 AM - 01:00 PM

### Payment Summary

Subtotal: \$50.00

Gift Card or Promo Code   [Apply](#)

**Total Due Now   \$50.00**

You will then be taken to a screen with the Rental Contract/Permit. NOTE: The status will say “Pending” this indicates that this is not your final booking – once approved by staff they will email a contract for you to sign with a “Firmed” status and this will be the permit you take onsite during your event.

You will also be sent an email from [communications@perfectmind.com](mailto:communications@perfectmind.com) with your receipt and the pending contract. Once staff emails you the firmed contract you are complete and ready to rent!