



# HOW TO SUBMIT A PARK RENTAL RESERVATION FOR ABRAMS OR OVERLOOK PARK

1. Visit <https://www.cogran.io/index.html?cityofridgefield#/>. Select your desired location.

The screenshot shows the City of Ridgefield website interface. At the top, there is a navigation bar with the City of Ridgefield logo and a 'My Account' link. Below the navigation bar, the main heading reads 'Get Involved in Ridgefield!' with a subtext: 'This Site if your One Stop for Park Rentals, Event Registration, and Volunteer Sign Ups'. A prompt says 'Select an option below to reserve a park, register for an event, or sign up to volunteer.' There are five main options, each with a representative image and a brief description:

- Register as a Volunteer:** Before volunteering with the City of Ridgefield, please register to volunteer! This process will collect all of the useful information we need about you and your family so that your volunteer experience is optimal!
- Abrams Park:** Abrams Park, a 40-acre park with wooded areas, a children's play area, horseshoe pit, a disc golf course, sports fields, walking trails and open spaces.
- Overlook Park:** Located at the end of Main Street, Overlook Park "overlooks" the beauty of the National Wildlife Refuge.
- First Saturday Vendor Application:** Sign Up to be a Vendor at one of our upcoming events! The Vendor Fee is \$25 per event, and may be waived for non-profits or government agencies.
- Ridgefield Outdoor Recreation Complex (RORC):** RORC Rentals are managed by the Ridgefield School District Facilities.

2. Check "Availability" by selecting your preferred date on the calendar

The screenshot shows the availability selection process. At the top, it says 'To list the facility availability, pick a date then click 'Show Availability''. Below this is a date picker for May 2023, with the 10th of May selected. A 'SHOW AVAILABILITY' button is visible. Below the calendar, the date 'May 10 2023' is displayed. Under the heading 'Availability', a list of park rental options is shown. The first option is 'Abrams Park Baseball Field', with details: 'Location: 400 Abrams Park Road Ridgefield WA 98642', 'Availability Note: Reservations may be made 12 months in advance.', and 'Times Available: Hourly Reservation'. A 'RESERVE' button is present for this option, along with a 'MORE INFO' link.

3. Select "Reserve" for the specific area of the park you are interested in



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- You will be prompted to now fill in information about the reservation (purpose, confirm date, and time slot\*) Then select "Checkout".**

*\*if you are reserving Overlook Park or Abrams Park Bennett Hall/Entire Park, your time slot selections are Half Day (4 hours or less) or All Day (4 hours or more). Fields are hourly.*

Facility Reservation Abrams Park Baseball Field

TIME SLOT

Purpose of reservation\*  
Testing

Reservation Date \*(required)  
Tip: try another date for more options  
05/10/2023

Select a time slot  
 Hourly Reservation

Enter your start and end time

Start Time 12:00PM

End Time 02:00PM

CHECKOUT

RESERVE

- You will now be prompted to create an account using your email address. If you already have an account, you will be prompted to enter your password if not fully signed in.**

1

Create or find your account

Enter your email address or username to help us find or create your account.  
Please note you must be over 18 years of age  
Email address or UserName  
events@ridgefieldwa.us

NEXT



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6. Next you will need to agree to the terms and conditions. Select “Read Waiver” and then check the box before selecting “Next”.

The screenshot shows a progress bar with six steps, the first of which is highlighted in blue and contains the number '1'. Below the progress bar is a section titled 'Create or find your account' with a minus sign on the right. The text below reads: 'Enter your email address or username to help us find or create your account. Please note you must be over 18 years of age'. There are three input fields: the first contains 'events@ridgefieldwa.us', the second contains 'Testing', and the third contains 'Account'. Below the input fields is a checkbox labeled 'Agree to terms and conditions' followed by a document icon and the text 'READ WAIVER'. At the bottom of the form is a large blue button labeled 'NEXT' and a smaller red link labeled 'PREVIOUS'.

7. Confirm the “Participant Details” of the person signing up. Select if you are a City Partner or not.

The screenshot shows a progress bar with six steps, the first two of which are highlighted in blue and contain the numbers '1' and '2'. On the left side, there are two boxes: the top one says 'Hello Testing' and the bottom one says 'Participant : Testing Account'. The main content area is titled 'Update participant details' with a minus sign on the right. Below this title is the text: 'Review and update participant details. Scroll then press "Next".' The section is titled 'Participant Details (\* indicates required fields)'. There are three input fields: the first contains 'Testing', the second contains 'Account', and the third contains 'City of Ridgefield'. Below these is a dropdown menu for 'Organization Category' with the text 'No, this organization is not a City Partner'. At the bottom of the form is a large blue button labeled 'NEXT' and a smaller red link labeled 'BACK TO SELECT PARTICIPANTS'.



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8. Next, answer the list of questions about your event/activity. This helps our staff notify you if there are additional steps you need to take, i.e. Special Events Permit.

Participant : Testing Account

- Create or find your account +
- Choose main contact for reservation +
- Update participant details +
- Reserve a facility -

**Select Facility**

Abrams Park Baseball Field

Please answer these questions

1. Does this event or activity involve an open invitation to the public OR an invitation to 100 people or more?\*

2. Does this event include the use of any of the following: fire or fireworks, PA system, amplified music speaker system, food carts or trucks, bounce house or other inflatable play structure?\*

3. Will the event include the sale or use of alcoholic beverages? \*

9. Review your reservation for date, time, and answered questions. You will see the total at the bottom of the page, which includes a deposit and park rental fee.

signifies my agreement.

I understand that all City of Ridgefield ordinances apply to this rental application and agree to pay for damages or lack of cleaning from the deposit. Should repairs or cleaning cost more than the deposit amount, I agree to pay the amount in full to the City of Ridgefield within 30 days of invoicing. Yes

Submitting an application is not a guarantee that the application will be approved. We recommend that you do not market, invite, or take other similar actions until you have received notice of approved reservation. Agree

I ACKNOWLEDGE THAT I HAVE REVIEWED ALL INFORMATION ON THIS FORM AND THE ATTACHED FACILITY RENTAL RULES AND REGULATIONS AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL. My typed name below signifies my agreement. test test

Testing Account	Refundable Deposit for Field Rental - Testing - Starts: May 10 2023 - 12:00PM - 2:00PM Order Item	\$100.00
<b>Grand Total :</b>		<b>\$150.00</b>

**NEXT**



## HOW TO SUBMIT A PARK RENTAL RESERVATION FOR ABRAMS OR OVERLOOK PARK

### 10. Pay by credit card via STRIPE to complete the reservation request.

The screenshot shows a reservation process with a progress bar at the top containing six numbered steps (1-6). Below the progress bar is a list of steps with expandable options:

- Create or find your account +
- Choose main contact for reservation +
- Update participant details
- Reserve a facility
- Review reservation +
- Complete contact information +
- Checkout to finish registration -

Below the list is a message: **PLEASE SELECT A PARTICIPANT TO MAKE YOUR CHANGES**

**Payment**

The total amount due today is: **\$150.00**

To make any changes to your reservation before paying, return to the above section "Review Reservation".

Please choose your payment method below. By clicking "Pay Now," you will be taken to our card processing merchant, STRIPE.

**PAY BY CREDIT CARD - CONTINUE**

### 11. A City of Ridgefield employee will reach out with additional questions if necessary and your application will be reviewed.

**Park rentals and applicable payments are accepted online ONLY via Cogan.**

**For questions about Park Rentals, contact Ireland Coleman at [ParkRental@ridgefieldwa.us](mailto:ParkRental@ridgefieldwa.us), 360-857-5019.**