Town of Garrett Park Website
Residents: Instructions for booking Town Hall

From www.garrettparkmd.gov

- Sign into Residents Portal

- Go to the Town Hall Page under Facilities & Activities:
  http://www.garrettparkmd.gov/facilities-activities/town-hall

- Scroll to the bottom of the page and click on the **Reserve Now** button

- When the Reserve Facility page opens, click the **menu** in Select Reservation Date

- Use the arrow keys next to the month and date to select your date.

- Click the boxes of Reservation time to block the times desired.

- Fill in Organization name if booking for a town group.

- Complete contact info and comments if desired, then **SUBMIT**

- A screen will display with two choices, click on **Resident Click here to pay**.

- Another window opens for you to enter a few details then select **the fees** for your event, and agree to download and **agree** to the Terms of Rental, Cleanup checklist, Liquor License terms.

- Click the buttons that apply, scroll down and click **Submit and Pay**.

- Scroll to the bottom, and Click **PAY WITH PAYPAL**

- Follow PayPal instructions to pay with a credit card.