



CIVICREC

FACILITY RESERVATIONS SYSTEM *for*

DOUGLAS COUNTY

MAINTENANCE

Create a Facility Reservation

The CivicRec reservations system allows the general public to reserve Douglas County Fairgrounds and Lone Star Lake facilities and pay reservation fees and deposits online via a standard web browser using a secure logged on account. Limited information may be accessed without an account.

Access the CivicRec reservations system at <https://secure.rec1.com/KS/douglas-county-ks/catalog>.

DOUGLAS COUNTY KANSAS

Departments | FAQ | Maps | Contact Us

Search this site...

Catalog Account Connect Internal Policies Help Log Out

Cart Empty

Clear All Filters

Filter

Keyword or code...

Location

Douglas County KS...

Fairgrounds Buildings 12 Lone Star Lake 1 Open Ride 1 Public Events 0 RV Electrical Hookup... 32

Douglas County KS Fairgrounds

List Fairgrounds

Click on 'Fairgrounds' at the right to see a map view of availability for all buildings.

To schedule Major Events more than 12 months in advance, please contact Fairgrounds Management 785-832-5296, or email mtdept@douglascountyks.org.

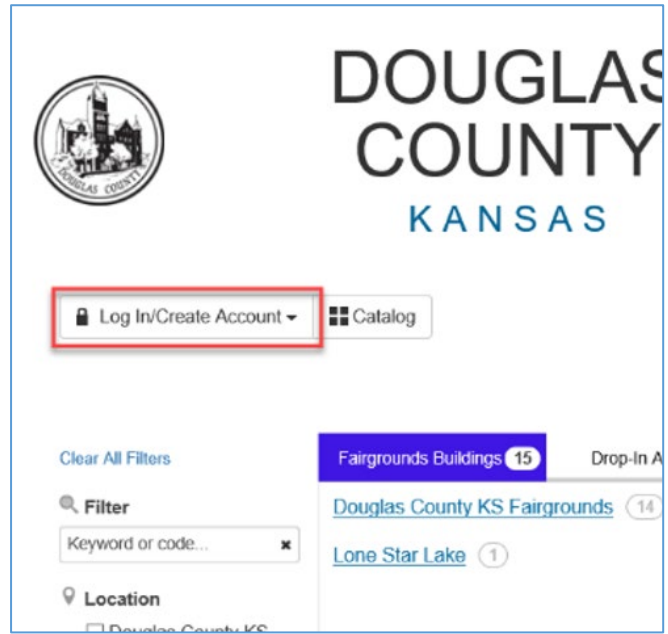
Building 21	Multiple Rates
Building 21- North	Multiple Rates
Building 21- South	Multiple Rates
Community Indoor Arena	Multiple Rates
Culinary Commons Comme...	Multiple Rates
Entire Fairgrounds	Multiple Rates
Flory Meeting Hall	Multiple Rates
Flory Meeting Hall East	Multiple Rates
Flory Meeting Hall West	Multiple Rates
Grassy Area	Multiple Rates
Open Pavilion	Multiple Rates
Outdoor Event Arena	Multiple Rates

[Terms & Conditions](#)

Without a CivicRec account, users can check facility availability and rental rates. With a CivicRec account users can log into CivicRec to create and pay for facility reservations for the Douglas County Fairgrounds and Lone Star Lake.

Get Started

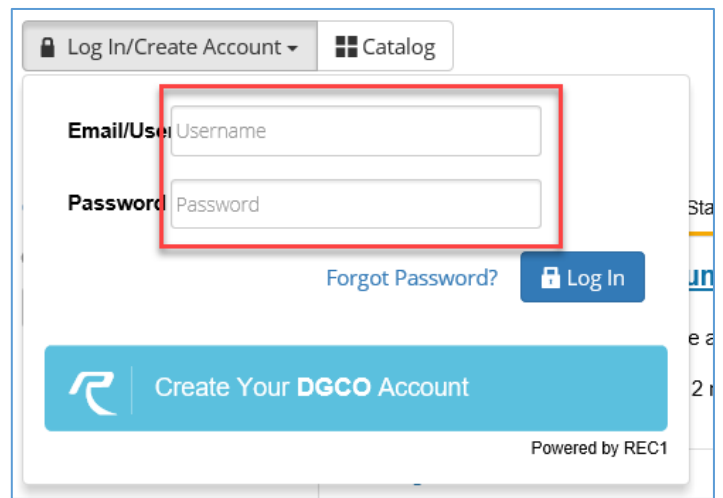
- 1) Open an Internet browser and navigate to the CivicRec Catalog at <https://secure.rec1.com/KS/douglas-county-ks/catalog>.
- 2) Click the *Log In/Create Account* button.



Enter your login Username and Password

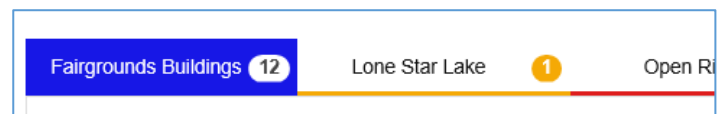
- 3) Enter your username. This should be the email address you used to create the account.
- 4) Enter your password.
- 5) Click the Log In button.

NOTE:
If you have forgotten your password, click the *Forgot Password?* link and follow the instructions for creating a new password.

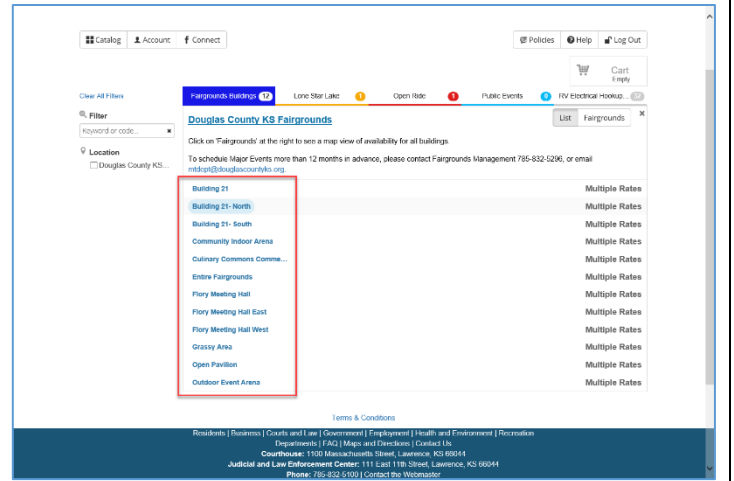


Browse and Select Location, Date, Time, and Rate Type

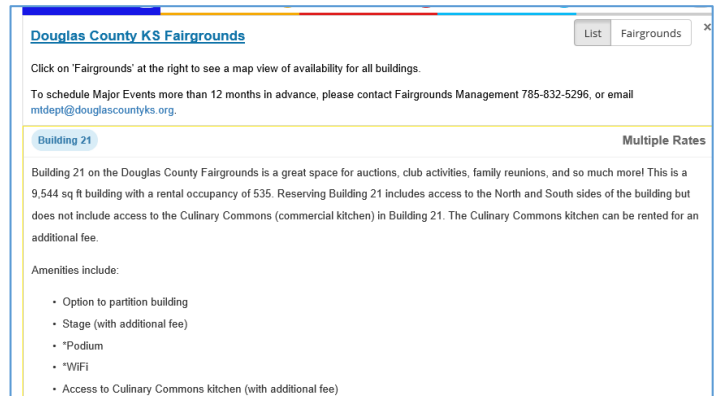
- 6) Click the tab at the top of the CivicRec catalog where the facility you wish to reserve is located.



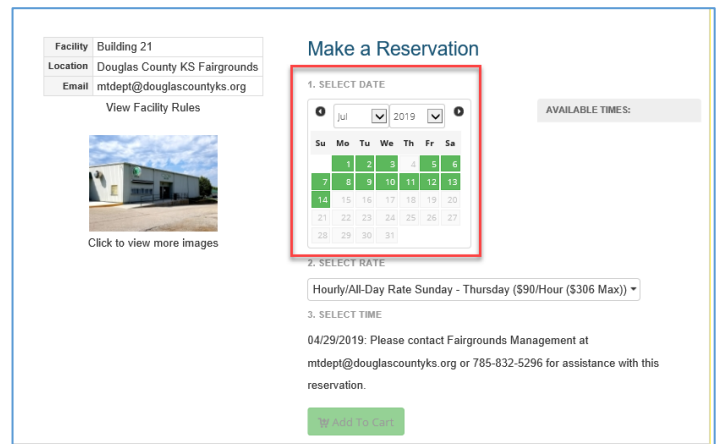
7) Locate the facility you wish to reserve and click it.



8) Read the information about the facility, fee options, etc.



9) Select the date when you wish to reserve the facility.



10) Note the available times and rate types that are available for the selected date.

Make a Reservation

1. SELECT DATE

Jul 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2. SELECT RATE

Hourly/All-Day Rate Sunday - Thursday (\$90/Hour (\$306 Max))

3. SELECT TIME

From: 07:00 AM To: 08:00 AM

[Add To Cart](#)

AVAILABLE TIMES:

07:00 AM to 10:00 PM
Hourly/All-Day Rate Sunday - Thursday

07:00 AM to 03:00 PM
Six hour Block Special- Sunday - Thursday

04:00 PM to 10:00 PM
Six hour Block Special- Sunday - Thursday

11) Click the drop-down arrow to view available rates.

Make a Reservation

1. SELECT DATE

Jul 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2. SELECT RATE

Hourly/All-Day Rate Sunday - Thursday (\$90/Hour (\$306 Max))

3. SELECT TIME

From: 07:00 AM To: 08:00 AM

[Add To Cart](#)

AVAILABLE TIMES:

07:00 AM to 10:00 PM
Hourly/All-Day Rate Sunday - Thursday

07:00 AM to 03:00 PM
Six hour Block Special- Sunday - Thursday

04:00 PM to 10:00 PM
Six hour Block Special- Sunday - Thursday

12) Click the desired rate.

Make a Reservation

1. SELECT DATE

Jul 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AVAILABLE TIMES:

- 07:00 AM to 10:00 PM
Hourly/All-Day Rate Sunday - Thursday
- 07:00 AM to 03:00 PM
Six hour Block Special- Sunday - Thursday
- 04:00 PM to 10:00 PM
Six hour Block Special- Sunday - Thursday

2. SELECT RATE

Hourly/All-Day Rate Sunday - Thursday (\$90/Hour (\$306 Max))

Hourly/All-Day Rate Sunday - Thursday (\$90/Hour (\$306 Max))

Six hour Block Special- Sunday - Thursday (\$225 - Flat Fee)

Add To Cart

13) Select a beginning time and an ending time. If you selected the Six Hour Block rate type you must indicate six hours of time.

Make a Reservation

1. SELECT DATE

Jul 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AVAILABLE TIMES:

- 07:00 AM to 10:00 PM
Hourly/All-Day Rate Sunday - Thursday
- 07:00 AM to 03:00 PM
Six hour Block Special- Sunday - Thursday
- 04:00 PM to 10:00 PM
Six hour Block Special- Sunday - Thursday

2. SELECT RATE

Hourly/All-Day Rate Sunday - Thursday (\$90/Hour (\$306 Max))

3. SELECT TIME

From: 07:00 AM To: 08:00 AM

07:00 AM

07:30 AM

08:00 AM

08:30 AM

09:00 AM

09:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

12:00 PM

12:30 PM

01:00 PM

- Multiple Rates
- Multiple Rates
- Multiple Rates
- Multiple Rates
- Multiple Rates
- Multiple Rates
- Multiple Rates
- Multiple Rates

14) Click the Add To Cart button.

Make a Reservation

1. SELECT DATE

Jul 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AVAILABLE TIMES:

- 07:00 AM to 10:00 PM
Hourly/All-Day Rate Sunday - Thursday
- 07:00 AM to 03:00 PM
Six hour Block Special- Sunday - Thursday
- 04:00 PM to 10:00 PM
Six hour Block Special- Sunday - Thursday

2. SELECT RATE

Hourly/All-Day Rate Sunday - Thursday (\$90/Hour (\$306 Max))

3. SELECT TIME

From: 07:00 AM To: 11:00 AM

[Add To Cart](#)

15) To add additional dates and/or facilities click the Close link and repeat the process.

#	Item	Total	
1.	Rental of Douglas County KS Fairgrounds Building 21 07/11/2019...	\$306.00	x

TOTAL \$306.00

[Close](#) [Checkout](#)

NOTE:

If you wish to remove an item from your cart click the X to the right of the item to be removed.

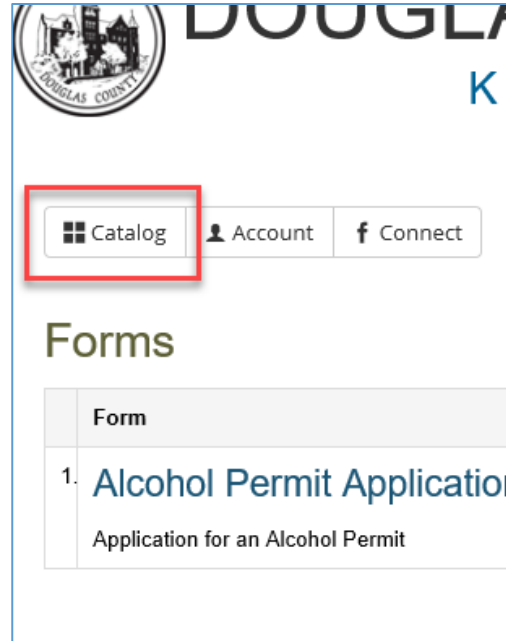
#	Item	Total	
1.	Rental of Douglas County KS Fairgrounds Building 21 07/11/2019...	\$306.00	x

TOTAL \$306.00

[Close](#) [Checkout](#)

NOTE:

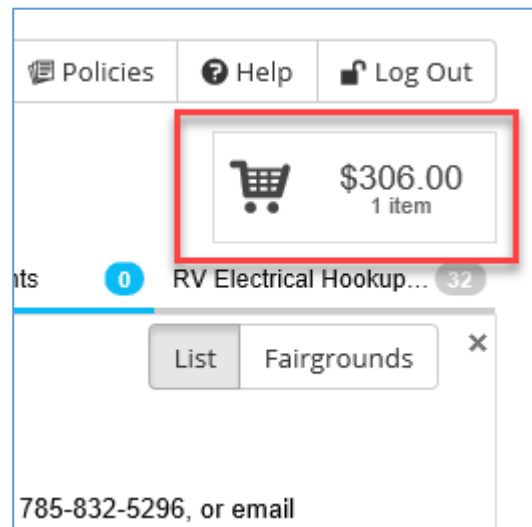
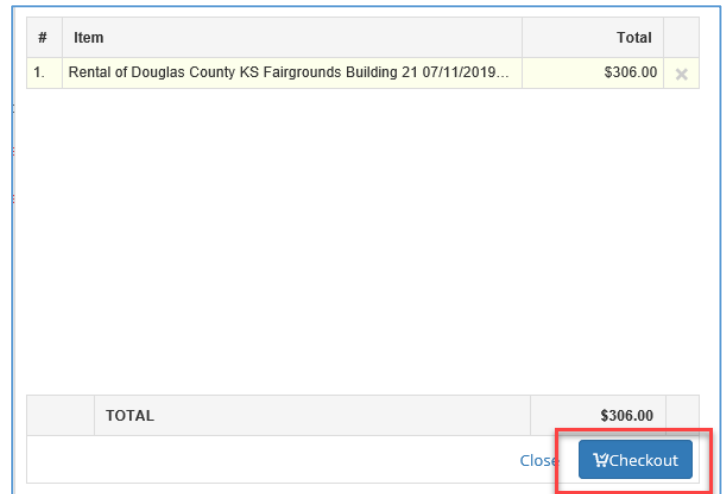
At any time you may return to the Catalog to add items to your reservation.



Complete the Reservation Request

16) After adding the last facility click the Checkout button.

If the cart window is closed click the Cart button at the top of the CivicRec window and then click the Checkout button.



Forms

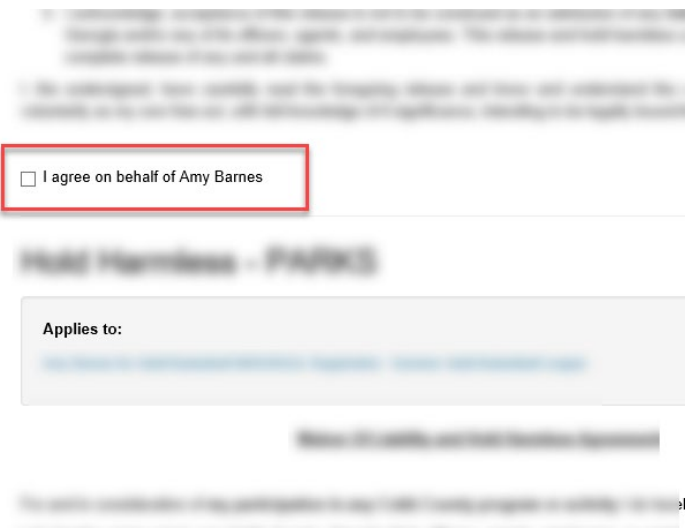


17) Click the View/Print button next any of the forms that are relevant to your reservation.

18) Click the Confirm Forms button.

Prompts

19) Answer the prompts.

20) Click the Submit Responses button.

<p>Waivers</p> <p>21) Read through the waivers. There will be at least one and usually more than one to sign. At the end of each waiver is a checkbox indicating you agree to the waiver.</p>	
<p>22) Click the checkbox to display the Waiver Signature box.</p>	
<p>23) Using your computer mouse or other pointing device connected to your computer sign the waiver and click the Save button.</p>	

24) Scroll to the top of the page and click the Confirm Waiver Agreement.

NOTE:

If you have signed the waivers for a previous reservation you might not have to sign them again this time. Waivers will need to be signed once each year before a reservation can be completed.

CHECKOUT FOR AMY BARNES

- [Browse Catalog](#)
- [Forms](#)
- [Prompts](#)
- [Waivers](#)**
- [Payment](#)
- [Review & Confirm](#)
- [Receipt](#)

Confirm Waiver Agreement >

[Prompts](#)

If you wish to remove anything from your reservation click the X to the right of that item.

Payment

Item	Price	
1. Rental of Douglas County KS Fairgrounds Building 21 07/11/2019 7a-11a (Hourly/All-Day Rate Sunday - Thursday)	\$306.00 Paid Later	X
Commercial Kitchen	\$25.00 Paid Later	
2. Rental of Douglas County KS Fairgrounds Community Indoor Arena 07/12/2019 7a-11a (Hourly/All-Day Rate Friday-Saturday)	\$340.00 Paid Later	X
Total Charges	\$671.00	
Pay Later	\$671.00	
Net Charges	\$0.00	

CHECKOUT FOR AMY BARNES

- [Browse Catalog](#)
- [Forms](#)
- [Prompts](#)
- [Waivers](#)
- [Payment](#)**
- [Review & Confirm](#)
- [Receipt](#)

Review Transaction >

[Prompts](#)

Review and Complete the Reservation Request

25) Click the Review Transaction button.

You will have the ability to make changes before completing the transaction.

Item	Price
1. Rental of Douglas County KS Fairgrounds Building 21 07/11/2019 7a-11a (Hourly/All-Day Rate Sunday - Thursday)	\$306.00 Paid Later
Commercial Kitchen	\$25.00 Paid Later
2. Rental of Douglas County KS Fairgrounds Community Indoor Arena 07/12/2019 7a-11a (Hourly/All-Day Rate Friday-Saturday)	\$340.00 Paid Later
Total Charges	\$671.00
Pay Later	\$671.00
Net Charges	\$0.00

Navigation sidebar: Browse Catalog, Forms, Prompts, Waivers, **Payment**, Review & Confirm, Receipt.

Review Transaction button highlighted.

26) Click the Complete Transaction button.

You will receive an email confirming your reservation request. This email will have a Registration Receipt attached to it.

Once the reservation has been approved an email will be sent to you indicating the approval.

Navigation sidebar: Browse Catalog, Forms, Prompts, Waivers, Payment, **Review & Confirm**, Receipt.

Complete Transaction button highlighted.

NOTE:

At any point in the process, if you wish to move back to a previous step click the previous step name beneath the button for the current screen.

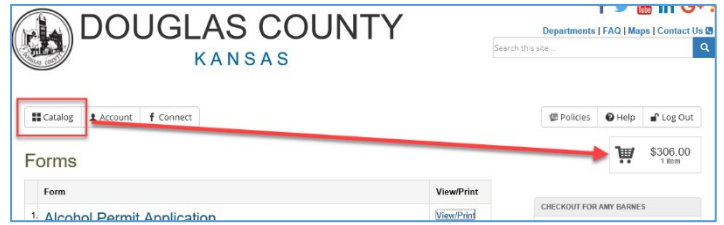
Navigation sidebar: Forms, Prompts, Waivers, **Payment**, Review & Confirm, Receipt.

Return to previous screen (red text) with an arrow pointing to the **Review Transaction** button.

Waivers link highlighted in the sidebar.

NOTE:

If you wish to view the items in your cart again, click the Catalog button at the top of most screens and then click the Cart.



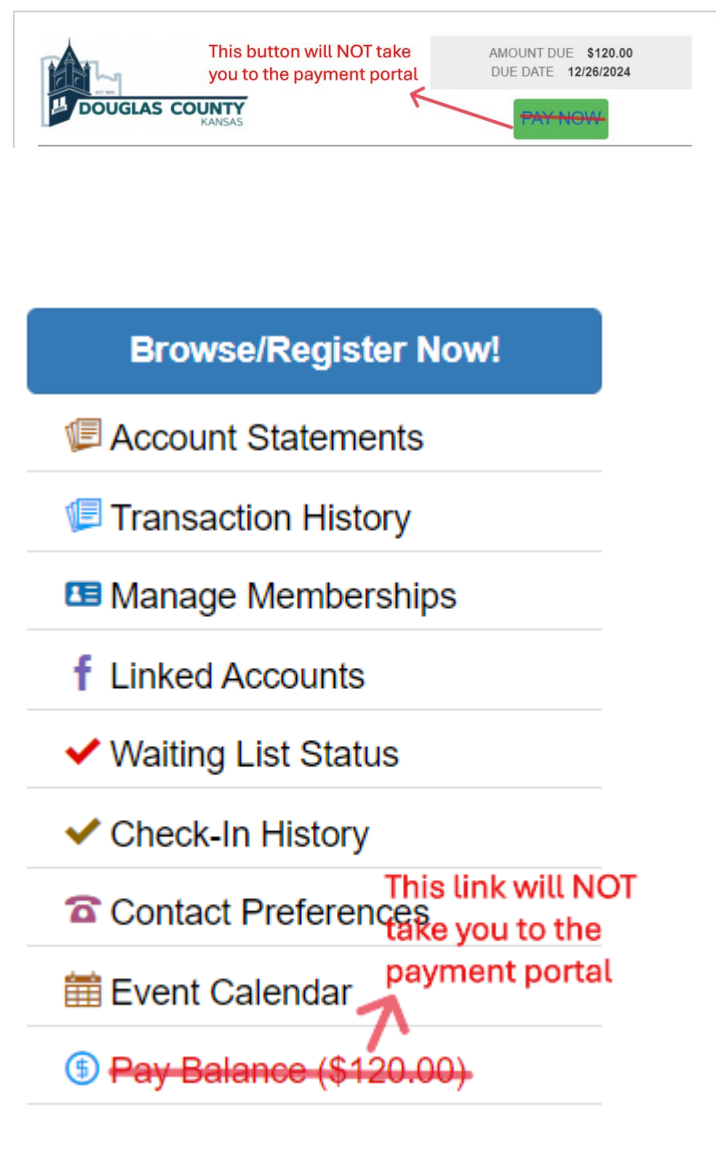
Paying for the Reservation

Once your reservation request has been approved (notified via email), you may pay by using this link

<https://ipn4.paymentus.com/rotp/DOUG>.

NOTE:

You will not be able to use the "Pay Now" button included in your emailed invoice or from your account page.



You may also pay by sending a check to the Douglas County Maintenance Office. The check should be payable to **Douglas County Board of County Commission** and mailed to:

Douglas County Maintenance Office
Attn: Reservations
111 E 11th Street
Lawrence KS 66044

You may also make an appointment to stop by the office to pay by check or credit card in person.