How to: Reserve a Pool Party Zone

Go to [www.pima.gov/nrpr](http://www.pima.gov/nrpr)

1. Scroll down to the **Register Now** button and click

2. Click on the “Create an Account” link directly under the “Sign In” button. [If you already have created an account, skip steps 3, 4 & 5]

3. Fill in the information. *Denotes a required field. Check box “I’m not a robot”

4. “Sign In” to your account-Type in your email address with your password. Click on “Log In”

5. Click on “My Account” at the very top right of your screen

6. Click on “Make Reservations” under Online Services

7. Click on “View Facility Details”

8. In the search field, type in **Party Zone** and click on “Search”

9. Find the Facility that matches your choice and click on “View Availability” next to the facility

10. Select which date you would like to register by hitting the “book” button on that date

11. Change the Event Type to “Pool Party Zone” then add the name of your party under Description *required and designate the number of guests (max 30) *required

12. Under Choose the type of facility for your event click on “Pool Party Zone” Choose the facility for your event click on the facility of your choice then skip down to the bottom and click on “continue”

13. Click on the Select box and then click on “Continue”

14. Re-enter your date then Click on the Available Time Slots drop down arrow and select 1:00-4:00 PM (Party Zone Rental Block) and click “Continue”

15. Your selected date will be highlighted Click “Continue”

16. Check box Agree to Waiver and confirm Conditions of pool party zone use click “Continue”
17. Read through *Conditions of Facility Use* and acknowledge that you have carefully reviewed the consent to the waiver then click on “Submit” (you will see the full charge amount which includes a convenience fee for reserving online)

18. Enter your payment information and finalize the payment process

19. Your Order is complete! You may “View or Print” your receipt. Call Lisa Ut he @ 520-724-5264 for any issues.