

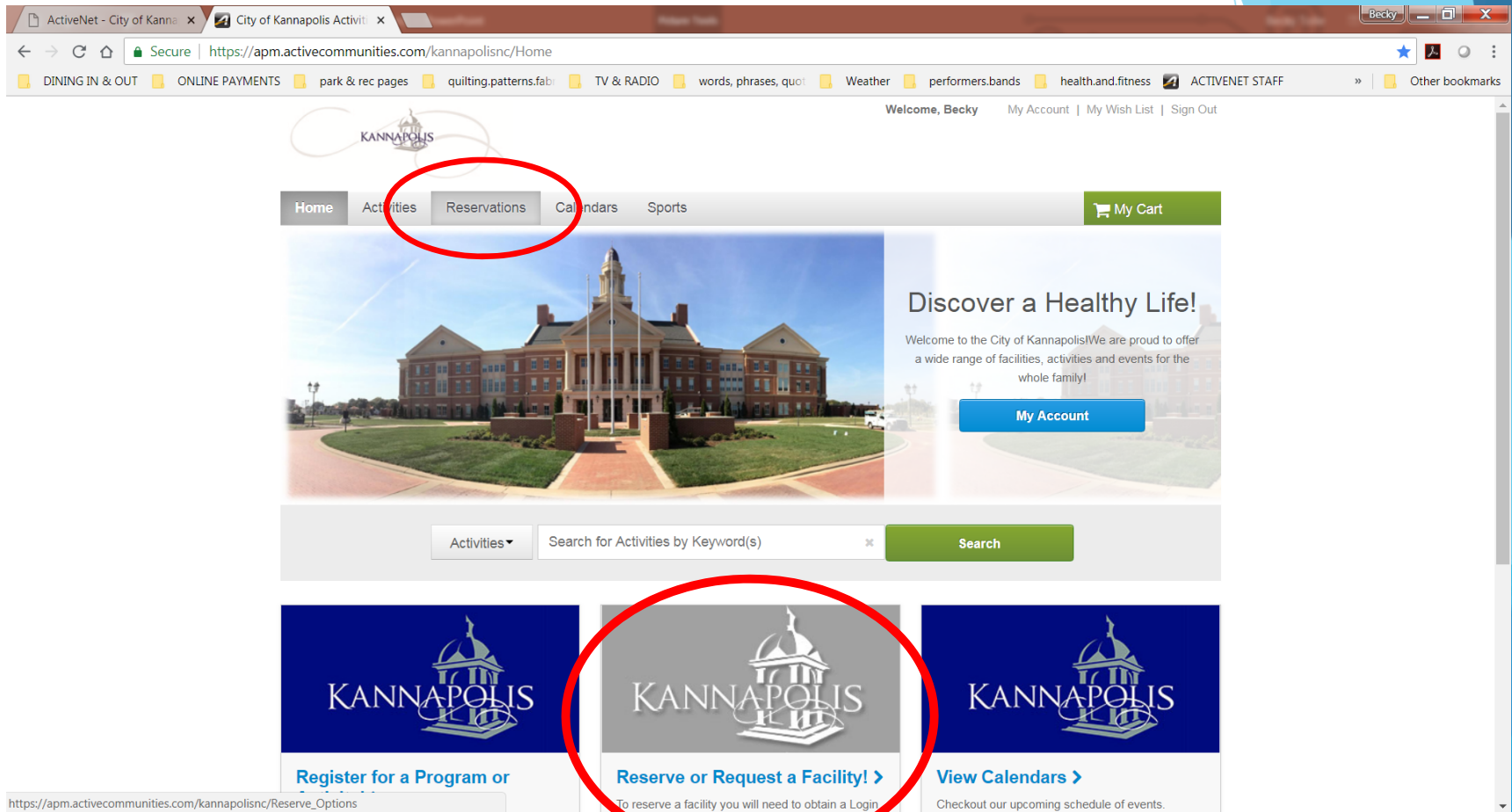


# Active - On-line Shelter Reservations

How To Make On-line Shelter Reservations

City of Kannapolis

704-920-4343



How to make on-line shelter reservations.

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Sign In | Create an Account

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## Login

> [Home Page](#) > Login

To access the features of this site, you must have a password-protected customer account.  
If you have an account and haven't logged in yet, please login now.  
If you do not have an account, please create a new account.

**Already have an account?**

Login

Email

Password

Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

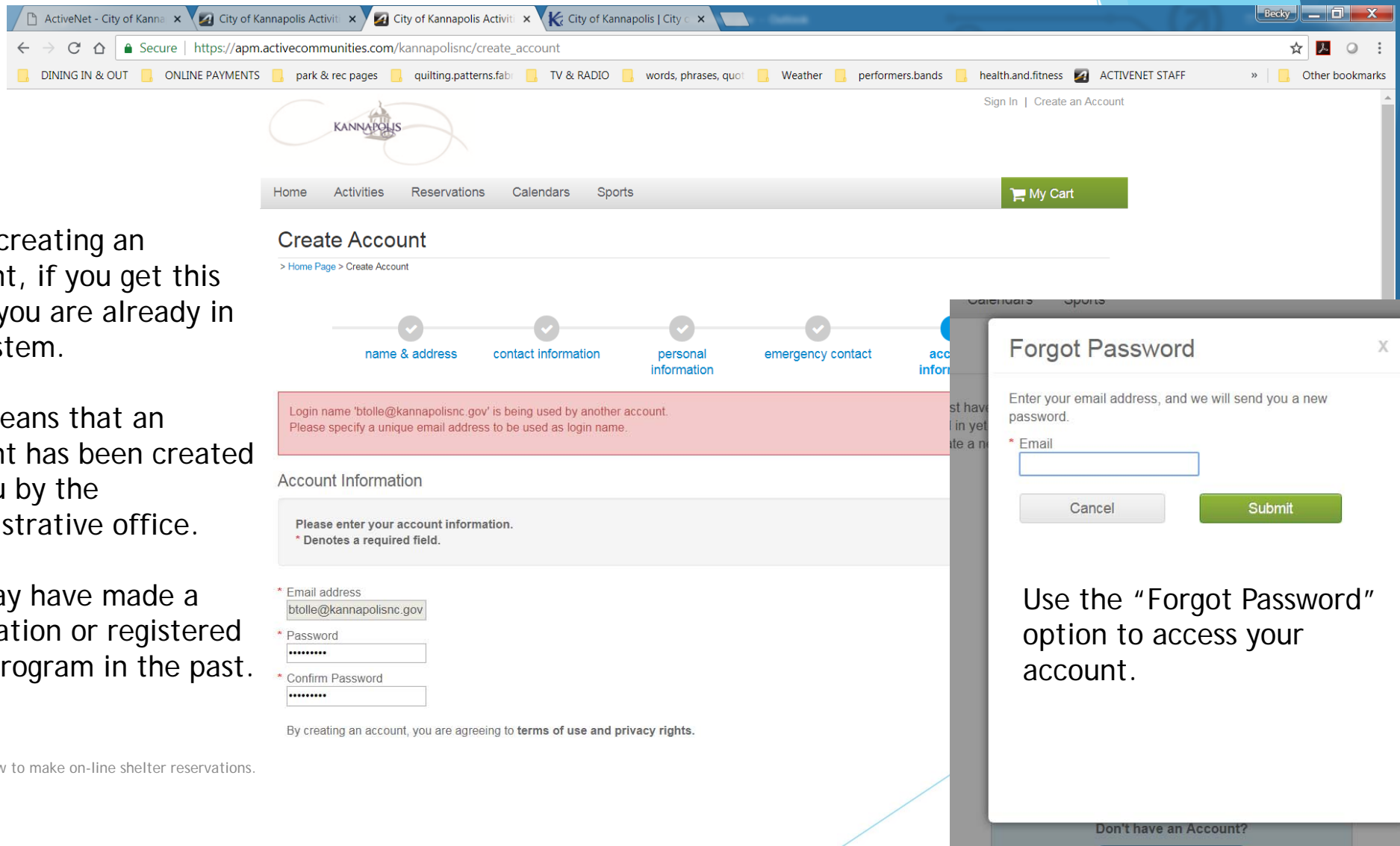
Login

**Don't have an Account?**

Create New Account

Log-in to Active or create a new account.

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When creating an account, if you get this error, you are already in our system.

This means that an account has been created for you by the administrative office.

You may have made a reservation or registered for a program in the past.

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Use the "Forgot Password" option to access your account.

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### Reserve Options

> Home Page > Reserve Options

**Request Reservation**  
To make or to request a facility reservation, first log in with your username and password, or create a new account.

**View Facility Details**  
View facility details including location, contact information and hours of operations.

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Once you are logged in...

To make a reservation, click on "Request Reservation."

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### Reservation Event Information

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Welcome to the Reservation Request Site!

**Reservation**

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type: Shelter Reservation

Description: (e.g., Johnson Wedding)

Maximum Number of Guests: 0

Continue

Complete all fields.

The number of guests is important, as this will help determine which size shelter you need.

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## Reservation: Facility / Equipment Search

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Please use the fields below to find facilities/equipment for your event.

**Choose the location or area for your event**

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

City Hall  
Downtown Kannapolis  
Public Works Operation Ctr  
Safrit Park  
Village Park

Any Area

**Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

Any Facility  
Mountain Street Shelter  
BCP Picnic Site A  
BCP Picnic Site B  
BCP Picnic Site C

**Specify facility amenities or special features your event requires**

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet **One** of the requirements

Unspecified

When you have selected your requirements, click **Continue**

Choose a facility. You can choose more than one to search availability.

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### Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input type="checkbox"/>	25	0	Village Shelter A	Facility	Rental Block	Village Park 700 West C Street Kannapolis, NC 28081 (704) 920-4343
<input type="checkbox"/>	25	0	Village Shelter B	Facility	Rental Block	Village Park 700 West C Street Kannapolis, NC 28081 (704) 920-4343
<input type="checkbox"/>	25	0	Village Shelter C	Facility	Rental Block	Village Park 700 West C Street Kannapolis, NC 28081 (704) 920-4343
<input type="checkbox"/>	25	0	Village Shelter D	Facility	Rental Block	Village Park 700 West C Street Kannapolis, NC 28081 (704) 920-4343

When you have selected the facilities/equipment to try to reserve, click **Continue**

Use the following list to go back to a previous step:

Facilities/Equipment Search **Go Back**

Select the shelters you would like to try to reserve.

You will choose dates and times in the next step.

The more options you select, the better chance of finding an open shelter.

Click on the name of the shelter to see more shelter detail, including pictures, shelter policies, and a brief description.

Use the "Go Back" feature to change any option, including searching other facilities or changing dates.




### Facility Detail

**Village Shelter A**

**Document** Shelter Policies [Download](#)  
Shelter Policies - please download and read this list of guidelines for use of shelters. [Attached File](#)

**Image**



[Village Park Shelter A](#)

**Description** --

**Location** Village Park  
700 West C Street  
Kannapolis, NC 28081  
[Map it](#)

**Phone** (704) 920-4343

**Supervisor** George Hall

**Amenities** --

**Maximum Capacity** 36 person(s)

**Part of Larger Rental Facility** --

**Designated Rental Areas** --  
within this facility

The facility detail page comes up on a separate tab. You can easily click on multiple shelters to compare details.

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### Reservation Event Dates

Village Shelter A must be reserved at least 3 day(s) in advance.

**Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2018 | Jul | 4

-- AND --

Number of Weeks:

-- OR --

End Date: 2018 | Jul | 4

**Specify when the event starts**

Available Time Slots: Choose block of time to reserve...

To review your reservation, click on the time slot you wish to reserve:

- 9:00 AM to 8:30 PM (Full Day)
- 9:00 AM to 2:30 PM (Morning)
- 9:00 AM to 4:00 PM (Winter)
- 3:00 PM to 8:30 PM (Afternoon)

Use the following list to go back to a previous step.

Search Results:

After choosing your date, use the drop down menu to choose the block of time you wish to reserve.

**ONLY** MORNINGS and AFTERNOONS are available for on-line reservations.

FULL DAY reservations must be made by calling the administrative office at 704-920-4343.

The site will only allow WINTER HOURS reservations between November 1 and mid-March.

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### Reservation Event Dates

Village Shelter C must be reserved at least 3 day(s) in advance.

**Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date 2018 Jul 17

-- AND --

Number of Weeks

-- OR --

End Date 2018 Jul 31

**Specify when the event starts**

Available Time Slots 9:00 AM to 8:30 PM (Full Day)

To re 9:00 AM to 8:30 PM (Full Day)

9:00 AM to 2:30 PM (Morning Half Day)

9:00 AM to 4:00 PM (Winter Rental Block)

9:30 AM to 11:30 AM (Birthday 1)

12:00 PM to 2:00 PM (Birthday 2)

2:30 PM to 4:30 PM (Birthday 3)

3:00 PM to 8:30 PM (Afternoon Half Day)

5:00 PM to 7:00 PM (Birthday 4)

Use the following list to g

Search Results

**Shelter C at Village Park** has more reservation block options than other shelters. In addition to mornings and afternoons, it can be reserved on **SATURDAYS ONLY** for 2 hour increments.

The 2-HOUR TIMES, MORNINGS and AFTERNOONS are available for on-line reservations.

FULL DAY reservations must be made by calling the administrative office at 704-920-4343.

The site will only allow WINTER HOURS reservations between November 1 and mid-March.

## Review Reservation Event Dates



Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.  
\* indicates a date which you have changed from the requested pattern of dates and times.

July, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 9:30 am 2 hours	18	19	20	21
22	23	24	25	26	27*	28
29	30	31				

August, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

After selecting your date and time, you have the ability to review the reservation details.

At this point, if you need to change anything, click on the new date you would like to select.

In this example, we chose July 17, but we really need to reserve July 27 so we will click on the new date.

# Changing a reservation/checking a new date - step 1

The screenshot shows a web browser window with the URL [https://apm.activecommunities.com/kannapolisnc/ActiveNet\\_Home/MFSD.sdi?dd=2018.6.27&sdireqauth=1530104030018](https://apm.activecommunities.com/kannapolisnc/ActiveNet_Home/MFSD.sdi?dd=2018.6.27&sdireqauth=1530104030018). The page title is "Set Event Time". Below the title is a dropdown menu labeled "Add Meeting Date: Friday, July 27, 2018". Below the dropdown are two buttons: "Save" and "Cancel". A red circle highlights the dropdown menu, and a red arrow points from the text "Save the new date." to the "Save" button.

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**Set Event Time**

▼ Add Meeting Date: Friday, July 27, 2018

Specify the meeting time and click **Save**

to avoid adding this date, click **Cancel**

Save the new date.

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# Changing a reservation/checking a new date - step 2

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### Review Reservation Event Dates

Please review the dates you selected (highlighted).  
If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.  
\* indicates a date which you have changed from the requested pattern of dates and times.

July, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 9:00 am 5 1/2 hours	18	19	20	21
22	23	24	25	26	27* 12:00 am	28
29	30	31				

August, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11

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[https://apm.activecommunities.com/kannapolisnc/ActiveNet\\_Home/MFSD.sdi?reldate=1](https://apm.activecommunities.com/kannapolisnc/ActiveNet_Home/MFSD.sdi?reldate=1)

# Changing a reservation/checking a new date - step 3

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### Change Event Time

Change Event Time for Friday, July 27, 2018

Available Time Slots: Choose block of time to reserve...  
Choose block of time to reserve...  
9:00 AM to 8:30 PM (Full Day)  
9:00 AM to 2:30 PM (Morning Half Day)  
9:00 AM to 4:00 PM (Winter Rental Block)  
**3:00 PM to 8:30 PM (Afternoon Half Day)**

Change the meeting time

To cancel this request, click [Remove](#)

Select new time.

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# Changing a reservation/checking a new date - step 4

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## Change Event Time

Change Event Time for Tuesday, July 17, 2018

Available Time Slots: 9:00 AM to 2:30 PM (Morning)

Change the meeting time, then click **Save**

To cancel this request, click **Remove**

Be sure to remove the highlighted date that you do NOT want to reserve.

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### Review Reservation Event Dates

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Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.  
\* indicates a date which you have changed from the requested pattern of dates and times.

July, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 9:00 pm 5% hours	28
29	30	31				

August, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

When you are satisfied with the dates you have chosen, click [Continue](#)

Review the selected date and click "Continue" to see availability of shelters.

If you need to make any other changes or add any other dates, repeat steps on pages 11 - 16.

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### Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Village Shelter A	Facility	Village Park 700 West C Street Kannapolis, NC 28081 (704) 920-4343	--	Charge : \$25.00		Review selected time.

Select All | Deselect All

When you have selected the facilities/equipment to reserve, click **Continue**

Use the following list to go back to a previous step.  
Customize/Review Event Date(s) **Go Back**

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If the shelter and time you requested is available, there will be a check mark in the Request Column.

Review the charges and select "Continue"

Use the "Go Back" feature to change any option, including searching other facilities or changing dates.

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### Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
X	Village Shelter A	Facility	Village Park 700 West C Street Kannapolis, NC 28081 (704) 920-4343		-- Charge : --		1 date is not available
<a href="#">Select All</a> <a href="#">Deselect All</a>							

When you have selected the facilities/equipment to reserve, click [Continue](#)

Use the following list to go back to a previous step.

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If the shelter and time you requested is NOT AVAILABLE, there will be a **RED X** in the Request Column.

Use the "Go Back" feature to change any option, including dates, times or searching other facilities.

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## Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	Shelter Policies	<a href="#">Shelter Policies</a>

When you are done, click **Continue**

Use the following list to go back to a previous step.

Facilities/Equipment Search **Go Back**

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javascript:PopUpWindowWithMenu(//akamai-anprod.active.com/kannapolisnc/servlet/https://anprod.active.com/kannapolisnc/servlet/downloadFile.sdi?uploadedfile\_id=C0B80C8F0C35&ConsumerPageDefID=23960;'Waiver';800';640';yes)

Click on the Shelter Policies Attachment to review the document.

Initial the on-line waiver.

Click "Continue" to confirm your reservation.

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Secure | https://apm.activecommunities.com/kannapolisnc/ActiveNet\_Home/getFacilityChecklist.sdi

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## Reservation Review

**This is the final step in your reservation!**

Review the information carefully.  
When you click on the Submit button below, you will be asked to pay the charge amount of **\$25.00**

**Village Shelter A at Village Park**

#	Day	Date	Time
1	Friday	Jul 27, 2018	3pm to 8:30pm

ACTIVE Permit Waiver Text

>, > hereby grants > (hereinafter called the "Licensee") represented by >, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click **Continue**

Use the following list to go back to a previous step.

Checklist / Questions **Go Back**

CITY OF KANNAPOLIS  
401 Laureate Way  
Kannapolis, NC 28081  
Contact us for information:  
Tel. 704.920.4343

Methods of Payment  
Visa, MasterCard, Discover Card, Other

Have Questions?  
Online Reservation FAQs

CONFIRM YOUR RESERVATION DETAILS.

Click "Continue" to finalize and pay for your reservation.

ActiveNet - City of Kannapolis

City of Kannapolis Activities

City of Kannapolis Activities

City of Kannapolis | City of Kannapolis

Secure | [https://apm.activecommunities.com/kannapolisnc/ActiveNet\\_Home/showOnlinePaymentInformationForm.sdi](https://apm.activecommunities.com/kannapolisnc/ActiveNet_Home/showOnlinePaymentInformationForm.sdi)

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## Payment Information

ACTIVE network

**Payer Information**

**Name:** Becky Tolle  
**Billing Address:** PO Box 959  
Kannapolis, NC  
**Total Charges:** \$25.00

**Form of Payment**

Credit Card  Credit Card Type   
Card Number   
ACT\* or Active Network will show up on your credit card for this payment.  
Card Expiration Month  Year   
Security Code  [What is my Security Code?](#)  
 Save this Credit Card for My Future Transactions

**I am 13 years of age or older**  
(Federal law prohibits anyone under the age of 13 from submitting payment.)

Confirm your payment information, then to complete your order click **Continue**

Enter payment information.

Click "Continue" to complete the transaction.

**Receipt Detail**

[Printer Friendly Version](#)

**KANNAPOLIS PARKS & RECREATION**  
 401 Laureate Way  
 Kannapolis, NC 28081  
 Phone:(704) 920-4343  
 Fax:--  
 Email:parks@kannapolisnc.gov

Receipt Number: 1000487.002  
 Prepared By: btolle  
 Mar 19, 2018 7:01 PM

This is your receipt for payment.

▼ Transactions

Customer	Description	Charge Item	Unit	Qty	Unit Fee	Charge
	Birthday Party #4280	Village Park A & E Full Day Shelter Rental - R	Each			\$40.00
<b>Paid on Account Balance</b>						
Location: Village Shelter E at Village Park						
Permit # 4280						
<b>Total Charges</b>						\$40.00
<b>Total Payments</b>						\$40.00
<b>Balance</b>						\$0

Permit # 4280

Click on your permit number to view or print your full shelter reservation permit.

▼ 1 Payment Schedule for Original Balance of \$40.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Mar 24, 2018	\$40.00	\$40.00	\$0	\$0
<b>Current Balance</b>				\$0
<b>Due Now</b>				\$0

### Permit Contract

**Print**

City Hall  
 401 Laurel Way  
 Kannapolis, NC 28081  
 Phone: (704) 920-4314  
 FAX: --  
 Email: rentals@kannapolisnc.gov

**Permit #4280, Approved**  
 Mar 19, 2018 12:09 PM



Customer Type: General Public  
 Prepared By: btolle  
 Customer ID: 1819  
 Alternate: (954) 232-5384 Primary: (704) 787-2381

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$40.00	\$0	\$0	\$40.00	\$0	\$0	(\$40.00)	\$0	\$0

**RESERVATIONS**

Event	Resource	Center	Notes
Birthday Party Type: Shelter Reservation Attend/Qty: 24	Village Shelter E	Village Park 700 West C Street Kannapolis, NC 28081 (704) 920-4343	

Day	Days Requested	Event Begins	Duration	Date	Event Ends	Time
Saturday	Mar 24, 2018	9:00 AM	11½ hours	Mar 24, 2018	8:30 PM	

**Summary**

Total	Notes
Total Number of Dates: 1	
Total Time: 11½ hours	

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Village Park A & E Full Day Shelter Rental - R	Birthday Party #4280 Village Shelter E	\$40.00	1.00	--	\$40.00

**Payments and Refunds**

Receipt #	Date	Charge Description	Resource Event	Payment
1000487.002	Mar 19, 2018	Village Park A & E Full Day Shelter Rental - R	Village Shelter E Birthday Party #4280	\$40.00

This is a copy of your approved permit.

If needed, you can print for your records.

**You're done!**  
 The shelter has been reserved and confirmed for your use.

How to make on-line shelter reservations.



How to make on-line shelter reservations.