



CITY OF PAWTUCKET  
PARKS & RECREATION DEPARTMENT  
825 ARMISTICE BLVD.  
PAWTUCKET, RI 02861



401-728-0500 EXT. 251 or 253

## ONLINE RENTAL AND REGISTRATION PROCESS

To get started on-line, please visit the City of Pawtucket website [www.pawtucketri.gov](http://www.pawtucketri.gov)

- Go to the “Departments tab” and click on the Parks & Recreation Department
- Scroll down to the Parks & Recreation photo and click on it. It will bring you to the next page.
- Scroll down this page until you see “Other Resources”. Clicking on the first option, “Online Rental and Registration Process”, will bring you to the next page where you will begin the process.
- **If this is your first time** registering for a program or reserving a facility, click “**Create New Account**” and complete the items. **For those who have registered for a program and/or reserved a facility in the past**, please use the **Log in** option to access your account.
- **INDIVIDUALS WITH CHILDREN:** include the children under Add Household Members (this will be important when registering for youth programs such as gymnastics, children’s yoga, youth tennis camp, etc.)

### REGISTRATION FOR CLASSES, LEAGUES, CAMP OR SPECIAL EVENTS

- Click back into the Parks & Recreation Page and follow the above instructions to return to the registration page.
- When the blue boxes appear, choose PROGRAMS and follow the prompts to choose the class/program of your choice. Filters on the left side can help in this process.

### RESERVATION OF FACILITY RENTALS

**There is a limit of (2) picnic sites per rental per day per customer  
This DOES NOT apply to Slater Park site #13. You may only rent this site singularly.**

Violation of this policy will result in cancellation of the reservation and further opportunities to rent any of our facilities will be denied.

- **Please review facility capacity limits before making your reservation. Contact the Recreation Office if you are unsure if your event will exceed those limits. A recreation representative will provide the best options to accommodate your needs.**
- Follow the same process above and when the blue boxes appear, choose FACILITIES and follow the prompts to choose the location of your choice.
- A green reserve button will appear to the right of the facility name if it is available for rental.
- Once inside the facility location, you can use the calendar to navigate the dates you have in mind for your event. Keep in mind that the absence of the green reserve button on a specific date means that it is NOT AVAILABLE.

### PAYMENT OF FEES

All of the above steps will bring you to payment prompts within your choice of program or rental to pay for your fees online using a debit or credit card. Cash and checks can only be processed in person at the park office.

As always, we welcome you to come to the Slater Park Office (across from the tennis courts) and reserve and pay in person Monday - Friday from 8:30 am – 4:30 pm.