



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](mailto:mtdept@douglascountyks.org).

|   |                |
|---|----------------|
| <a href="#">Building 21</a>               | Multiple Rates |
| <a href="#">Building 21- North</a>        | Multiple Rates |
| <a href="#">Building 21- South</a>        | Multiple Rates |
| <a href="#">Community Indoor Arena</a>    | Multiple Rates |
| <a href="#">Culinary Commons Comme...</a> | Multiple Rates |
| <a href="#">Entire Fairgrounds</a>        | Multiple Rates |
| <a href="#">Flory Meeting Hall</a>        | Multiple Rates |
| <a href="#">Flory Meeting Hall East</a>   | Multiple Rates |
| <a href="#">Flory Meeting Hall West</a>   | Multiple Rates |
| <a href="#">Grassy Area</a>               | Multiple Rates |
| <a href="#">Open Pavilion</a>             | Multiple Rates |
| <a href="#">Outdoor Event Arena</a>       | 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**

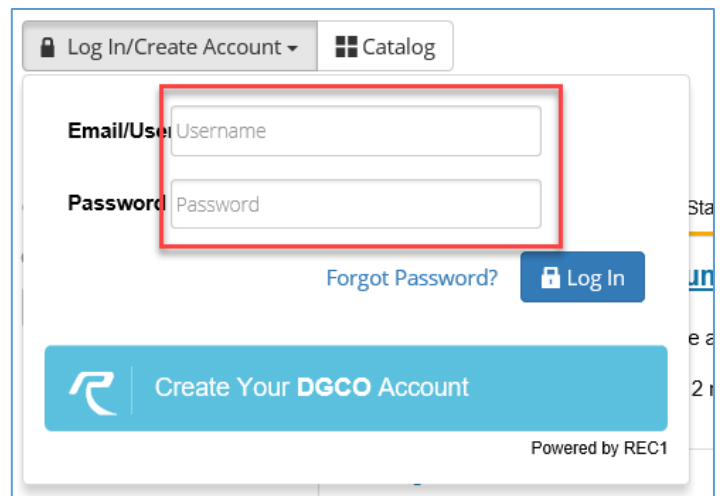
- 1) Open an Internet browser and navigate to the CivicRec Catalog at <https://secure.rec1.com/KS/douglas-county-ks/catalog>.
- 2) Click the *Log In/Create Account* button.



**Enter your login Username and Password**

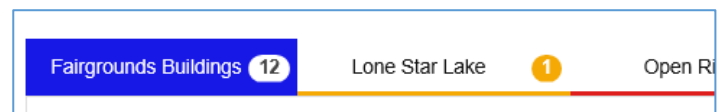
- 3) Enter your username. This should be the email address you used to create the account.
- 4) Enter your password.
- 5) Click the Log In button.

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

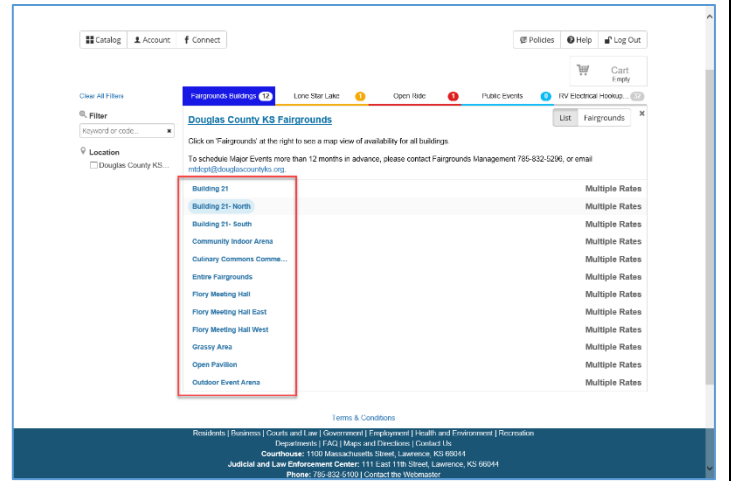


**Browse and Select Location, Date, Time, and Rate Type**

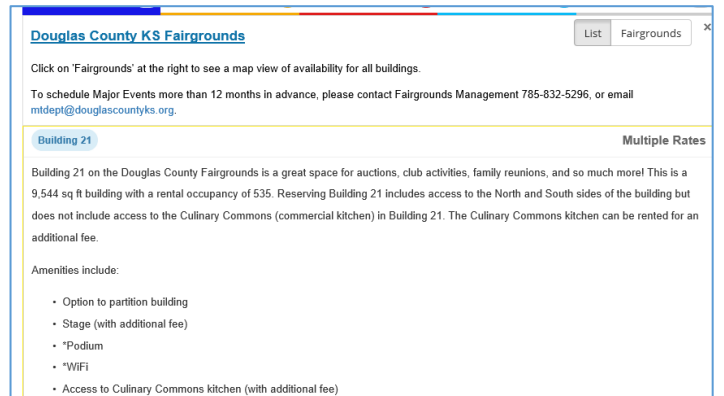
- 6) Click the tab at the top of the CivicRec catalog where the facility you wish to reserve is located.



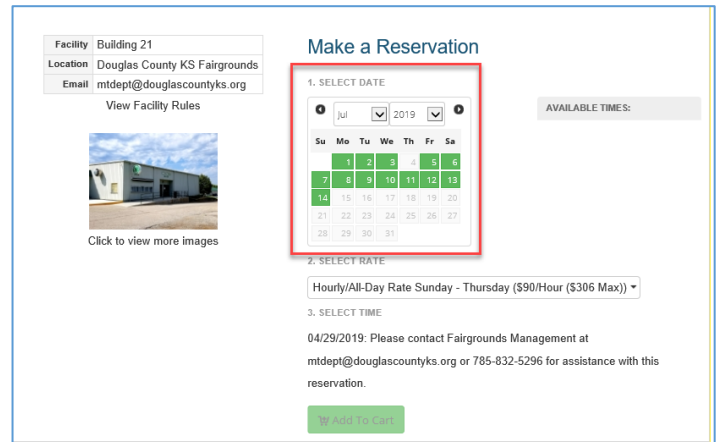
7) Locate the facility you wish to reserve and click it.



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 | <a href="#">x</a> |

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.

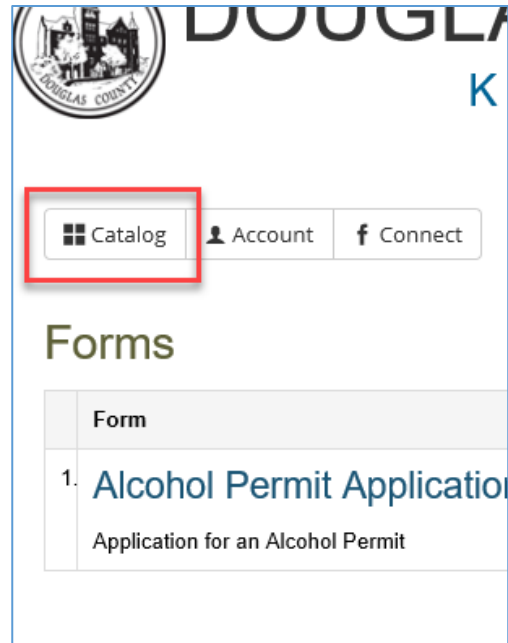
| #  | Item  | Total    |                   |
|----|---|----------|-------------------|
| 1. | Rental of Douglas County KS Fairgrounds Building 21 07/11/2019... | \$306.00 | <a href="#">x</a> |

TOTAL \$306.00

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

**NOTE:**

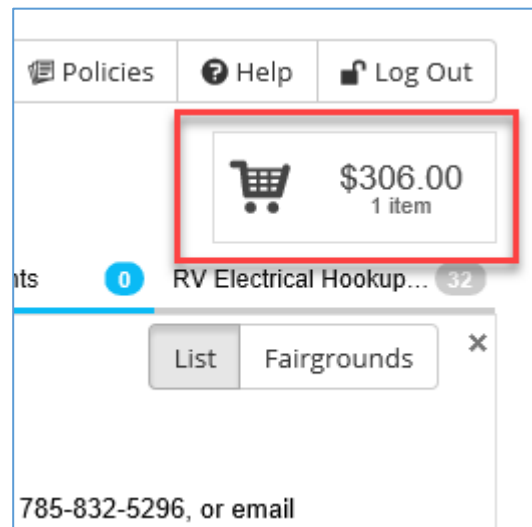
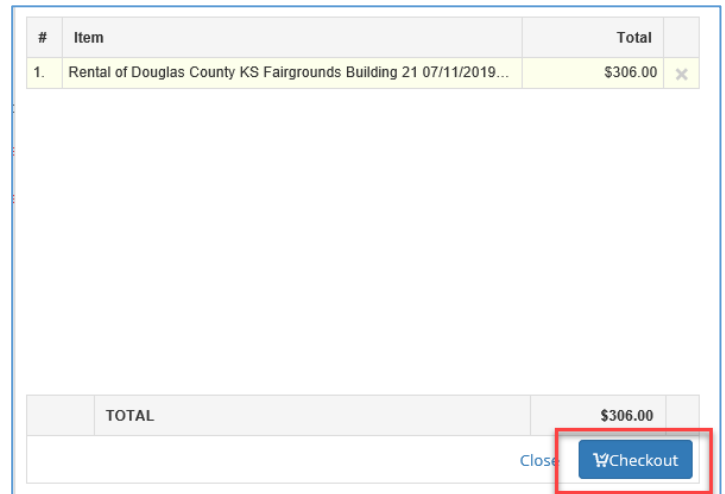
At any time you may return to the Catalog to add items to your reservation.



**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.

Forms

| Form   | View/Print                 |
|--|----------------------------|
| 1 Alcohol Permit Application<br>Application for an Alcohol Permit  | <a href="#">View/Print</a> |
| 2 Example Insurance Form<br>For high impact events or events including large animals proof of liability insurance is required. Click View for an example | <a href="#">View/Print</a> |

CHECKOUT FOR AMY BARNES

- Browse Catalog
- Forms
- Prompts
- Waivers
- Payment

\$646.00  
2 items

18) Click the Confirm Forms button.

Payment

Review & Confirm

Receipt

[Confirm Forms](#)

[Browse Catalog](#)

## Prompts

19) Answer the prompts.

Prompts

| Prompt   | Response   |
|--|--|
| General Prompts  |  |
| 1. Please briefly describe your event (Examples: Birthday Party, Horse Show, Auction, Wedding)   | <input type="text"/><br>500 character(s) remaining |
| 2. Approximately how many people will be attending your event?   | Select an option...                                |
| 3. Would you like to add the kitchen to your rental of Building #21 (additional \$25/day fee)?   | Yes <input type="radio"/> No <input type="radio"/> |
| 4. Will your event have any of the following: live music, food trucks, bounce houses, security, and/or small animals (Examples include birds, reptiles, felines, and/or canines)? Tier 1 - Low-Impact Event Refundable deposit of \$500 will be added. | Yes <input type="radio"/> No <input type="radio"/> |
| 5. Will your event be open to the public? If yes, we will post your event on our public calendar. Please include the event contact name and number.  | <input type="text"/>                               |
| 6. Do you have any additional comments or requests (livestock pens, AV Equipment, WiFi password, etc)?   | <input type="text"/>                               |

Submit Responses

CHECKOUT FOR AMY BARNES

- Browse Catalog
- Forms
- Prompts
- Waivers
- Payment
- Review & Confirm
- Receipt

\$646.00  
2 items

20) Click the Submit Responses button.

Prompts

| Prompt   | Response   |
|--|--|
| General Prompts  |  |
| 1. Please briefly describe your event (Examples: Birthday Party, Horse Show, Auction, Wedding)   | <input type="text"/><br>500 character(s) remaining |
| 2. Approximately how many people will be attending your event?   | Select an option...                                |
| 3. Would you like to add the kitchen to your rental of Building #21 (additional \$25/day fee)?   | Yes <input type="radio"/> No <input type="radio"/> |
| 4. Will your event have any of the following: live music, food trucks, bounce houses, security, and/or small animals (Examples include birds, reptiles, felines, and/or canines)? Tier 1 - Low-Impact Event Refundable deposit of \$500 will be added. | Yes <input type="radio"/> No <input type="radio"/> |
| 5. Will your event be open to the public? If yes, we will post your event on our public calendar. Please include the event contact name and number.  | <input type="text"/>                               |
| 6. Do you have any additional comments or requests (livestock pens, AV Equipment, WiFi password, etc)?   | <input type="text"/>                               |

Submit Responses

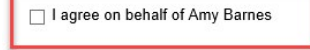
CHECKOUT FOR AMY BARNES

- Browse Catalog
- Forms
- Prompts
- Waivers
- Payment
- Review & Confirm
- Receipt

\$646.00  
2 items

## Waivers

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.



I agree on behalf of Amy Barnes

22) Click the checkbox to display the Waiver Signature box.



Waiver Signature

Please sign on the line:

---

Clear/Reset Close Save

23) Using your computer mouse or other pointing device connected to your computer sign the waiver and click the Save button.



Waiver Signature

Please sign on the line:



---

Clear/Reset Close Save

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<br>Paid Later | X |
| Commercial Kitchen  | \$25.00<br>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<br>Paid Later | X |
| <b>Total Charges</b>  | <b>\$671.00</b>        |   |
| <b>Pay Later</b>  | <b>\$671.00</b>        |   |
| <b>Net Charges</b>  | <b>\$0.00</b>          |   |

CHECKOUT FOR AMY BARNES

- Browse Catalog
- Forms
- Prompts
- Waivers
- Payment**
- Review & Confirm
- Receipt

**Review Transaction >**

< Waivers

## 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<br>Paid Later |
| Commercial Kitchen  | \$25.00<br>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<br>Paid Later |
| <b>Total Charges</b>  | <b>\$671.00</b>        |
| <b>Pay Later</b>  | <b>\$671.00</b>        |
| <b>Net Charges</b>  | <b>\$0.00</b>          |

Navigation menu: 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.

You will also receive an email giving you the ability to pay for the reservation.

Navigation menu: 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.

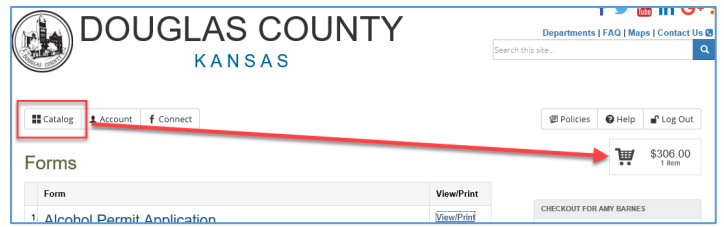
Navigation menu: Forms, Prompts, Waivers, **Payment**, Review & Confirm, Receipt.

Return to previous screen

**Review Transaction** button

**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.

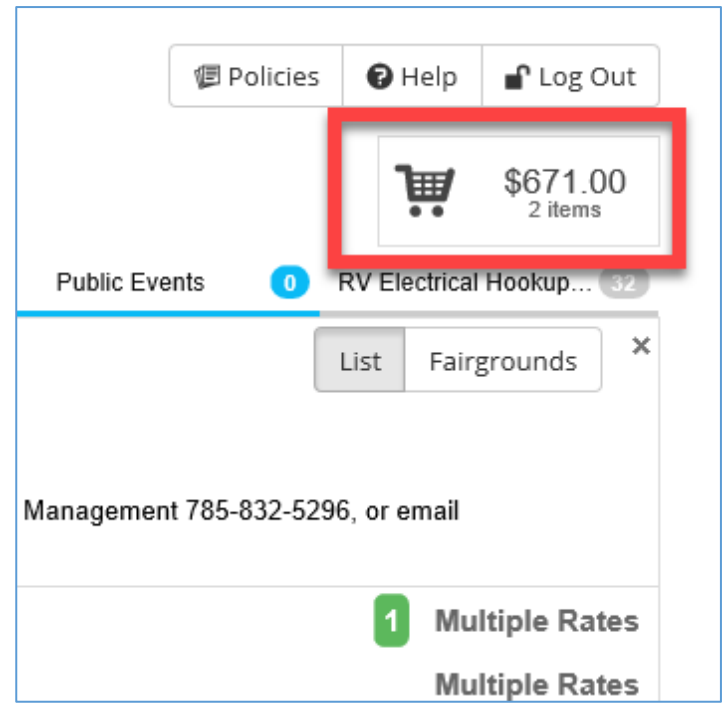


**Paying for the Reservation**

Once your reservation request has been approved you may return to the CivicRec site to submit your payment.

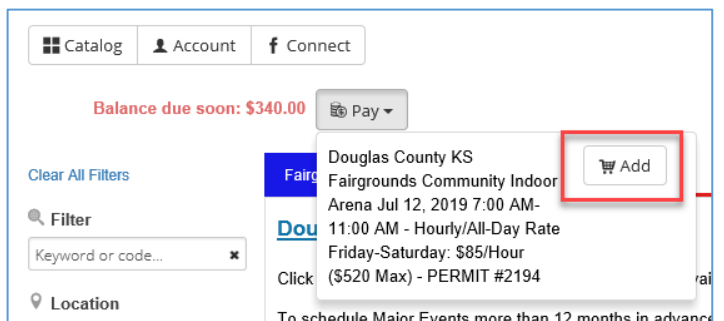
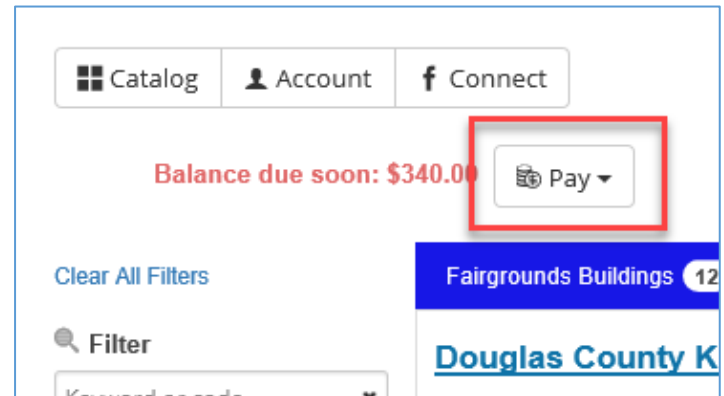
After logging in do one of the following:

- click the Cart near the top right of the Catalog screen, or

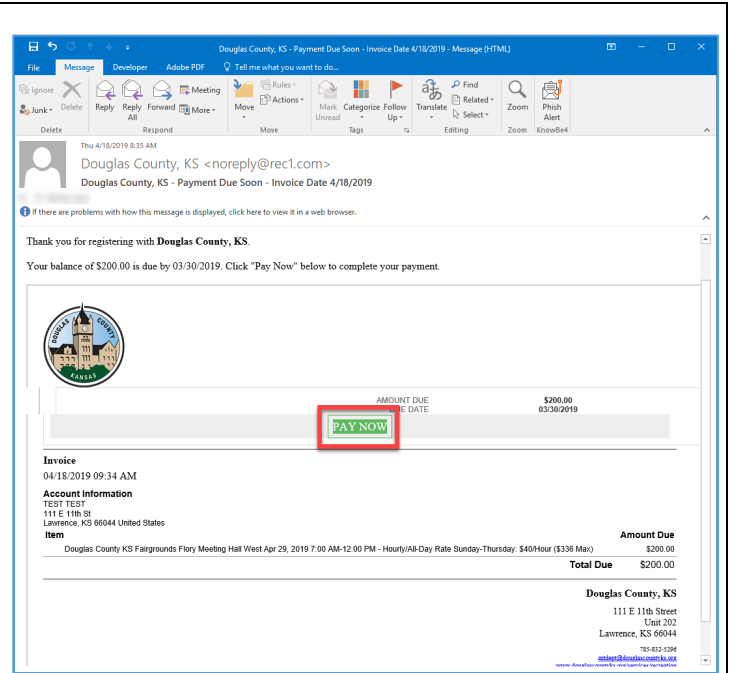


- click the Pay button near the top left of the Catalog screen.

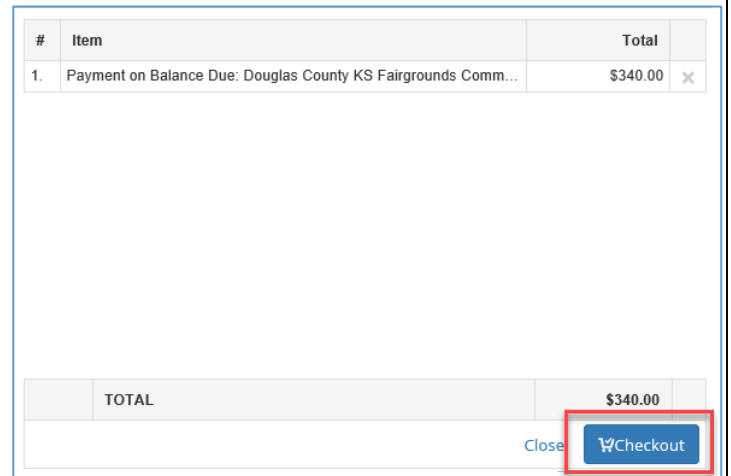
Click the Add button to add the charge to your cart.



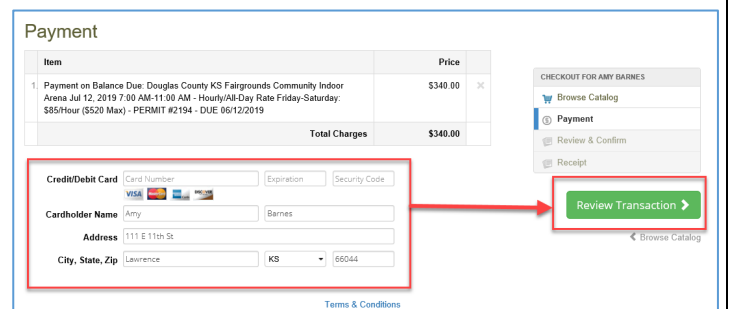
You can also pay by clicking the Pay Now button in the email you receive from Douglas County.



Your cart will open.  
Click the Checkout button.



Enter your credit card information and click the Review Transaction button.



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  
111 E 11<sup>th</sup> Street  
Lawrence KS 66044

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