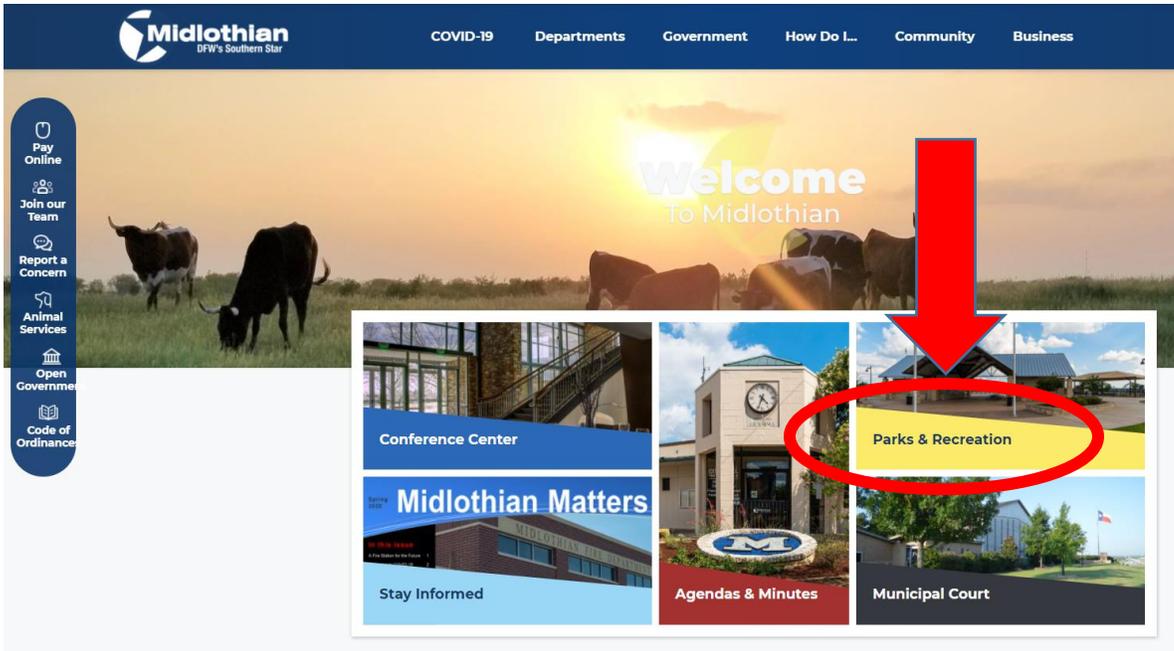
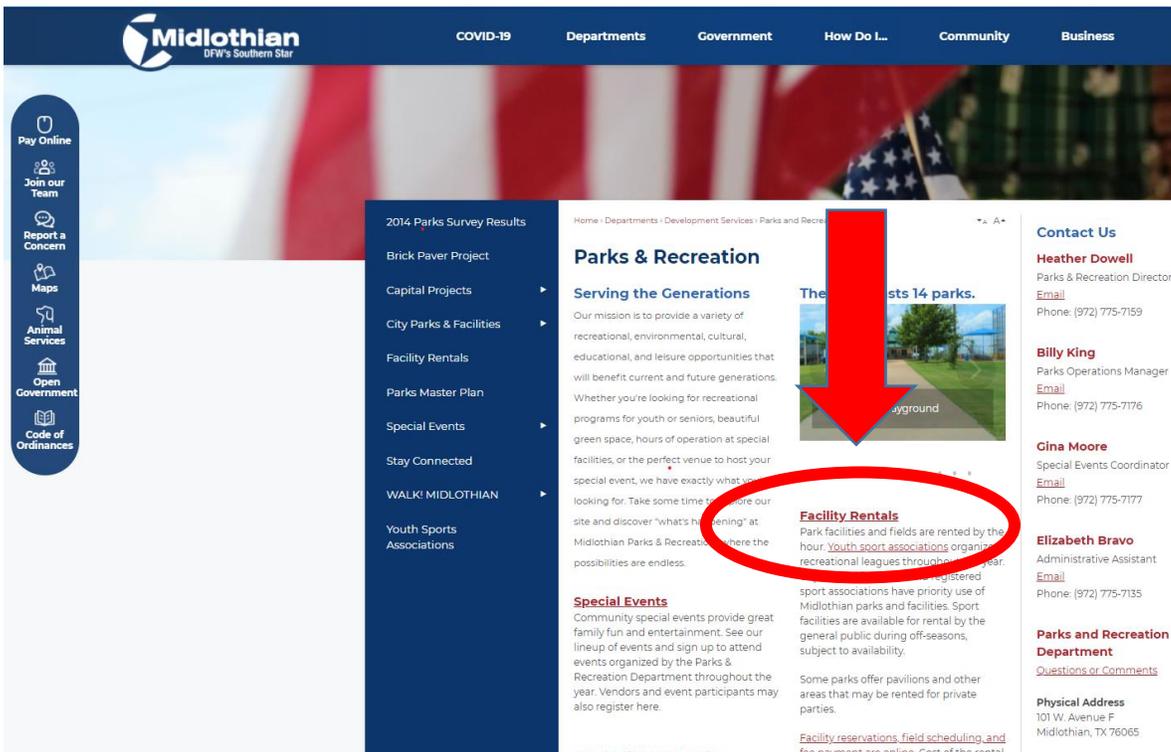


CivicRec City of Midlothian Facility Rentals

1. Go to the City of Midlothian website (<https://www.midlothian.tx.us>).
2. Click Parks & Recreation.



3. Click Facility Rentals.



Please contact ParksandRec@midlothian.tx.us or (972) 775-7777 with any questions.



1. Create an account or log in by clicking '**Log In/Create Account**' in the upper left of screen and follow instructions. **To reset a forgotten password, click '**Forgot Password**' and enter your email address. CivicRec will send you an email to reset your password.
2. To reserve a facility, go to the green '**Facility Rental**' tab and click the facility you are interested in.
3. If the facility has multiple sites or fields, select the site or field.
4. Select date and time you are interested in to see availability and rental rate.
5. Click the green '**Add to Cart**'. If your rental is for more than one day, please add each day to the cart separately.
6. To register for an activity, go to the blue '**Activities**' tab and click the activity you are interested in.
7. Click the green '**Add to Cart**'.
8. Once all reservations have been added to cart, click the blue '**Checkout**'.
9. Read prompts and click '**I agree**', then green '**Submit Responses**' to proceed with reservation.
10. Read waiver and click '**I agree**', then the green '**Confirm Waiver Agreement**'.
11. Next, sign your electronic signature, click '**Save**', then click the green '**Confirm Waiver Agreement**' once more.
12. Some reservations may prompt you to enter additional information.
13. Click '**Review Transaction**' and update customer information, if needed. Complete transaction by clicking the blue '**Make Payment**' button at the bottom of the screen.
14. Click green '**Complete Transaction**' to view and print your paid receipt.

Thank you for choosing us for your event!

Please contact us at ParksandRec@midlothian.tx.us or (972) 775-7777 with any questions.