

# REQUESTING A PAVILION

Want to rent a pavilion at Gilbert Run Park?  
Follow these 4 quick steps!!



## VISIT OUR WEBSITE CHARLESCOUNTYPARKS.COM

From the homepage, click on "Register Online" in the upper right hand corner of the page (Or the three lines on the left if you are using a phone)

# 1ST

# 2ND

## CREATE AN ACCOUNT OR LOG-IN

Create an account with our website, or if you have account please log-in. If you need help with your account email [GRP@charlescountymd.gov](mailto:GRP@charlescountymd.gov) or call 301-932-3470.

## GO TO FACILITIES

Click on Facilities at the top of the page, then go to "Reservation". Then click on "Start Reservation Request". Then select the pavilion, and fill out the rest of the required information.

# 3RD

Please Note: This is not a final rental, this is only a request to rent. If approved you will receive an invoice.

# 4TH

## FINALIZING RESERVATION

Once you submit your request, it will be reviewed and either approved or denied. If approved you can complete the payment on your account.

Please allow up to 3 business days for a response.

Once you submit your final payment, It's time to enjoy your rental !!



FUN HAPPENS HERE WITH  
RECREATION, PARKS AND TOURISM

Request a Pavilion Now at  
[Charlescountyparks.com](http://Charlescountyparks.com)