



Process to check for Facility Availability

Find out if a facility you want to reserve is available: meeting rooms/gymnasium in the community center, ball fields, library meeting room, park shelters.

- Step 1** Click “On-Line Rec Registration” from the left side of the City of Saint Peter home page <http://www.saintpetermn.gov> or click <http://activenet2.active.com/saintpeter/>
- Step 2** Click “Facility Availability” Tab.
- Step 3** Click “View Facilities” Tab.
- Step 4** On the left margin select which type of facility you would like to view
- Step 5** After you have selected the desired facility, select the month, (located under the “Reserved Dates” column) that you are interested in.
- Step 6** Once the calendar is displayed, you will see what dates and times are already reserved. Any times that are not displayed are available for you to make a reservation.*
- Step 7** Once you have determined that your facility, date and time is available contact the Recreation and Leisure Services Department to secure the facility, date and time and pay fees/deposit if applicable. * This process only shows facility availability You may not reserve a facility on-line; this must be done by Recreation staff.

Make a reservation one of the following ways:

- E-mail heidis@saintpetermn.gov
- Call 934-0667
- Visit the Recreation office at the St. Peter Community Center.

*If the month you are looking for doesn't display it means that there are no reservations made for that month as of yet.