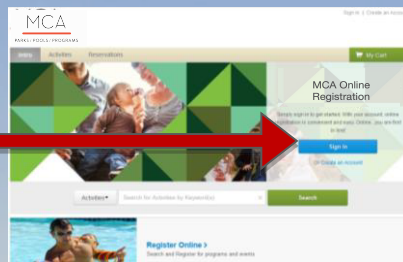


How to Reserve Facilities Online

Visit apm.activecommunities.com/stapletonmca

1. Click
'Sign In'



2. Enter Log in
& Password

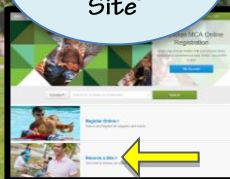


Quick Tip

Forgot your password or log in?
Click 'forgot password' or email
signup@mca80238.com
for further guidance.



3. Click
'Reserve a
Site'



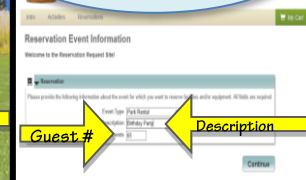
4. Click
'Reservation
Requests'



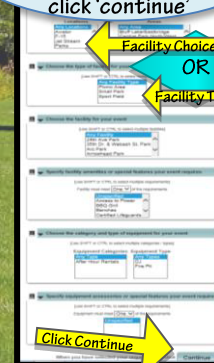
5. Choose
Type of
Rental



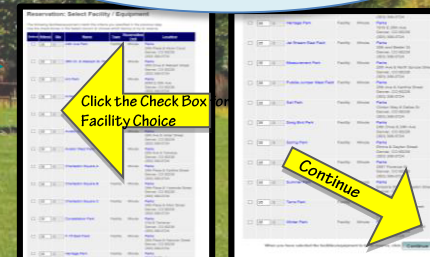
6. Enter Event
Description & #
of Guests



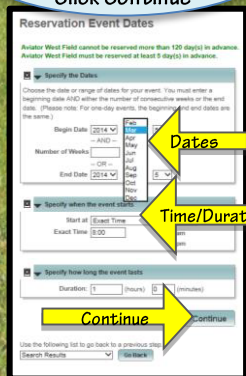
7. Choose the
facility choice OR
facility type and
click 'continue'



8. Select the facility to
reserve, click 'continue'



9. Choose the
reservation
date(s) and time,
Click Continue



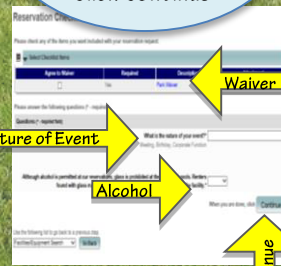
10. Review the
selected date, if
correct, click
'continue'



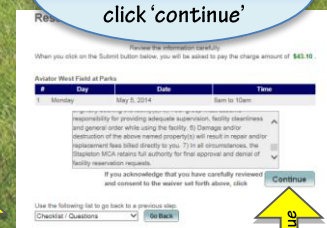
11. Review
Fees/Facility,
click 'continue'



12. Agree to
Waiver, enter
nature of event
and Alcohol Policy,
click 'continue'



13. Review your
reservation,
click 'continue'



14. Enter
Payment
information and
click 'continue'



A receipt will
be emailed to
the email on
file.



PARKS / POOLS / PROGRAMS

Permitting Policies

The MCA offers various rentable amenities throughout the community.
Residents of Central Park pay a discounted rate to reserve spaces.
Nonresident and nonprofit rates are also available.
All fees are due at the time of the reservation.

Small Parks and Sport Fields

Each Park has different amenities; some include hardscapes, pergolas, barbeques and play structures. Small Parks do not have restroom facilities, water or electrical access. Sports Fields are for groups of 50-100 people. Rentals are available daily, year round.

When are reservation fees not required to use a park?

Only if you are planning an event with less than 20 guests. Although park areas are subject to being permitted, park areas not permitted are open to the general public on a first-come, first-served basis. You cannot have any of the following at your non permitted event:

- Organized sporting events that incur a charge for participants
- Selling goods or services
- Exclusive use of the park
- Jump castles/any other heavy equipment/Inflatables
- Groups of 21 or more
- Petting zoos, pony rides or live animals (other than domestic pets)
- Amplified sound
- Caterer or other type vendors
- Overnight camping

How do I obtain a Park Permit?

Stapleton Residents can obtain a park permit via their online Active Net account. Go to www.mca80238.com, hover over 'I Want to...', click 'Access my Active Net.' Enter your log in information and password. Facilities can be viewed and reserved via the Active Net site.

Non Residents can fill out the Facility Request form available on the website, www.mca80238.com, complete the form and turn into the MCA office. Park Permits are not complete until approved and full payment is received.

Facility Deposits

Deposits may be required (dependent on the type of rental). Generally these are refundable deposits that will be returned if the facility is left with out damage, excessive clean up and all rules were abided by during the reserved times.

Cancellation/Weather Policy

In the event of inclement weather, you may reschedule your event at no extra fee.

If a facility is closed for any reason, the MCA reserves the right to relocate your reservation to a like facility with space available. The pool area may be evacuated in situations of lightning or other extreme weather. In these situations, your reservation may be cancelled or terminated early. In the event all four pools close, a full refund will be granted.

In the event of a weather-related cancellation or rescheduling, the MCA must be notified no later than the first business day after the cancelled rental date by email signup@mca80238.com.

No shows or failure to reschedule a reservation will forfeit the full reservation fee.

FEE SCHEDULE: All fees are due at the time of the reservation. Any cancellation less than 48 hours prior to the event will be assessed a \$ 25 cancellation fee. Refunds will be processed by the MCA within two weeks of the date of the event. The MCA will issue one check or credit a charge account. Cash refunds will not be given.

Alcohol

Alcohol is permitted at the pools and parks please no glass. If found with glass, you could forfeit your deposit AND may need to pay any damages to the facility.

Electricity

There is no electricity at the small parks. Sport Fields and pools may have access. Permit holder will need to provide their own generator/power if electricity is needed.

Pets

Pets must be on a leash per City of Denver ordinances; permit holders violating this policy may incur violations and fees per the City of Denver. Please pick up after your animal.

Please note:

Reservations for party pad and after hours parties at the outdoor pools will be accepted beginning April 1.

Community Events & Programs sponsored by the MCA will take precedence over private reservations.

Individuals making park or pool reservations are responsible for the conduct of their group and any damages the group may make to the park.

Fires and Fireworks are strictly prohibited.

Keep it Clean. At termination of permit, the area shall be restored to a litter free condition.

Motorized vehicles are restricted to hard surface parking lots and streets.

Destruction, damage or removal of any vegetation or defacement of any public property is prohibited and will result of all damages incurred to be charged to the permit holder.

Climbing on park buildings, roofs, trees and fences is prohibited.

Permits required to be in the possession of the permit holder at the park at the time of the reservation.

Payment is due at time of reservation.

Use of community parks without proper permit can result in additional fines and fees.