

Making a Reservation

Step 1 points to the address bar showing the website URL: <https://www.ci.brownsville.or.us/>

Step 2 points to the **Community** menu item in the top navigation bar.

Step 3 points to the **Events & Activities** link in the left sidebar menu.

Reservation Steps

1. Go to City Website
2. Click 'Community'
3. Select Reservation Calendar under Events & Activities
4. Click 'Make a Reservation'
5. Click Facility Drop Down
6. Fill out the information

The website header includes the City of Brownsville logo and navigation links for Government, Community, and How Do I. A search bar is located on the right. The main content area features a large image of a lake and mountains, with a sidebar menu on the left containing categories like What's Happening?, Events & Activities, Schools, and Public Safety. The footer contains contact information and a language selection dropdown.

Facility Reservations

To request a reservation for any of these facilities, please check the calendar below and submit a request using the button.

Step 4 points to the **Make a Reservation** button.

December 2019

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Select a Facility

- Any -

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Central Linn Recreation Center - Potluck 10:00am to 4:00pm | Central Linn Recreation Center - Basketball 3:30pm to 9:30pm | Central Linn Recreation Center - Basketball 3:30pm to 9:30pm | Central Linn Recreation Center - Basketball 3:30pm to 9:30pm | Central Linn Recreation Center - Basketball 3:30pm to 9:30pm | | |
| | Central Linn Recreation Center - Basketball 5:00pm to 7:00pm | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Central Linn Recreation Center - Basketball 5:00pm to 7:00pm | Central Linn Recreation Center - Basketball 3:30pm to 9:30pm | Central Linn Recreation Center - Basketball 3:30pm to 9:30pm | Central Linn Recreation Center - Basketball 3:30pm to 9:30pm | Central Linn Recreation Center - Basketball 3:30pm to 9:30pm | | |

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INSTRUCTIONS:

Use the form below to submit your reservation request to the City of Brownsville.

Please note that completion of this form does not guarantee your reservation. Reservation requests will be reviewed by City staff before publication; you will be notified of any fees, deposit or if insurance is required. You will receive an email once your reservation request has been approved/denied.

If you need to update a reservation request that has already been submitted, please direct your requested changes to:

City Hall

Phone: [541-466-5880](tel:541-466-5880) | [541-566-5666](tel:541-566-5666)

Fax: 541-466-5118

Email: clerk@ci.brownsville.or.us

Create Reservation Request

Facility *

- Select a value -

- Contact Information

Title *

Name of Organization

Primary Phone During Event *

Dropdown Menu once you click the down chevron above.

Facility *

- Select a value -
- Arts Center
- Central Linn Recreation Center
- Community Events
- Community Room
- Council Chambers
- Kirk Room
- Pioneer Park

Step 5

Step 6

- ★ Answer all the questions with a red asterisk (*).
- ★ City Hall will be notified of your reservation.
- ★ Once your reservation has been confirmed, you will need to pick up keys during business hours and pay for the space.
- ★ Return the room as required by instructions found in the room.