



parks · recreation · cultural services

American Mother's Chapel Reservation Instructions

The American Mother's Chapel is available 7 days a week, from 11am – 7pm, year round.

For reservations, visit <https://coloradosprings.gov/americanmotherschapel> and click "Reserve Here".

You must "Sign In" or "Create Account" to access the online reservation system.

To Check Availability and Make Reservations from your Account Page:

- Step 1: Click "Reservations" Tab in Menu Bar
- Step 2: Choose "Reserve Pavilion"

****AMERICAN MOTHER'S CHAPEL ALLOWS ONLY ONE RESERVATION PER DAY****

Reservation Instructions:

- Step 1: Choose Your **Facility/Equipment Group**
 - Choose "Chapel"
- Step 2: Select **Reservation Date**
 - **DO NOT** specify any **Time Range**
- Step 3: Click "Check Availability"
- Step 4: Enter **Event Name** (i.e. Thompson Birthday Party, Company Picnic, etc.)
- Step 5: **Choose CHAPEL** – Check the box under "11am"
 - If the "11am" check box is open – the Chapel is available from 11am – 7pm.
 - If there are **(2) RED CHECK MARKS** the Chapel is already reserved for the day
- Step 6: Click "**Calculate Charges**" for the rental and processing fee totals.
- Step 7: Please **READ** and **AGREE** to the "**Pavilion & Chapel Rental Agreement**"
- Step 8: Click "**Reserve Pavilion**"