



parks · recreation · cultural services

Pavilions & Chapel Rental Instructions

We have 12 pavilions that are available for rent online, as well as our American Mother's Chapel at Rock Ledge Ranch.

You can check availability for the (13) Pavilions, plus our American Mother's Chapel, and make reservations on our website at <https://parks.coloradosprings.gov/pavilion> - 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"

Reservation Instructions:

- Step 1: Choose Your **Facility/Equipment Group**
 - Pavilion Rental – Choose "Pavilion"
 - America Mother's Chapel – 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, Smith Wedding etc.)
- Step 5: **Choose Pavilion** – Check the box under "5am"
 - **PAVILIONS:** If the "5am" check box is open – the pavilion is available for rent. If there is a **RED CHECK MARKS** – the pavilion is already reserved.
 - **CHAPEL:** If the "11am" check box is open – the Chapel is available for rent. If there is a **RED CHECK MARKS** – the Chapel is already reserved.
- Step 6: Click "**Calculate Charges**" for the rental and processing fee totals.
- Step 7: Please **READ** and **AGREE** to the "**Pavilion Rental Agreement**"
- Step 8: Click "**Reserve Pavilion**"

Seasonal Restrooms are CLOSED October – May