



# How To Reserve the Bicentennial Barn

## The Delaware County Bicentennial Barn

*In honor of Jim & Gay McCammon*

6840 Bale Kenyon Road, Lewis Center, Ohio 43035

### MAKING A RESERVATION (For reservation assistance call 740.524.8600 x1.)

1. Click BOOK YOUR RENTAL NOW on the Bicentennial Barn web page ([Bicentennial Barn at McCammon Creek Park - Preservation Parks of Delaware County](#).) Link takes you to the RECDESK reservation platform.
2. Click LOG IN on the upper right side of the page and sign in to your RecDesk account. *If you do not already have an account, you will need to create one.*
3. On your profile page click on FACILITY RESERVATIONS and select *Reservable Indoor Facility*.
4. Click RESERVE *McCammon Creek Park – Bicentennial Barn*
5. Click RESERVE on your desired rental date.  
*Note: You now have 60 minutes to complete your full reservation before you are timed out.*
6. Enter DESCRIPTION OF USE and GROUP SIZE
7. Select RESIDENT OR NON-RESIDENT and NUMBER OF HOURS then ADD TO CART.
8. The CART will show reservation details and rental fee including a \$300 refundable security deposit. The rental hours will show as the entire day, but you will specify your actual rental hours in a separate *Bicentennial Barn Reservation Details* form.
9. Select GO TO CHECKOUT. You will not be charged any fees until your reservation is approved.
10. REVIEW the general Park District Waiver and click I ACCEPT WAIVER.  
*Note: Reservation is not complete until required forms below have been submitted.*

### COMPLETING THE RESERVATION DETAILS FORM

1. Click COMPLETE FORM next to BICENTENNIAL BARN RESERVATION DETAILS form.
2. Enter RESERVATION DATE and START AND END TIMES.
3. Complete all other applicable information, DATE AND SIGN, and click SUBMIT FORM at the bottom right of the page.  
*Note: The form will show as “Incomplete” which is normal.*

### COMPLETING THE DEPARTURE CHECKLIST ACKNOWLEDGEMENT FORM

1. Click COMPLETE FORM next to the BICENTENNIAL BARN DEPARTURE CHECKLIST ACKNOWLEDGEMENT form.
2. Review, date, sign and click SUBMIT FORM at the bottom right of the page.

### COMPLETING YOUR RESERVATION

1. Once all forms have been submitted, click I HAVE COMPLETED ALL FORMS then click CONTINUE.

### PAYMENT & AGREEMENT

1. Once your reservation has been approved, you will receive an email from RecDesk with a link to your invoice. Click on the link to pay your invoice. You can access invoices anytime by going to your RecDesk account dashboard under VIEW INVOICES.
2. Agreements will be emailed separately.

### UPLOADING REQUIRED INSURANCE DOCUMENTATION AT A LATER DATE

1. Go to your RecDesk PROFILE DASHBOARD and select FORMS.
2. Select SUBMIT RESPONSE for Bicentennial Barn Reservation Details.
3. Click VIEW/EDIT FORM then EDIT RESPONSE.
4. Complete vendor information as appropriate then select UPLOAD VENDOR INSURANCE HERE.
5. Click DROP FILES TO UPLOAD and select the appropriate file from your device.
6. Click UPDATE RESPONSE at the bottom of the page.