

# TWIN POINTS PARK

## Pavilion Reservation Guide



### Initial Registration

Facilities		
Twin Points Large Pavilion Rental (LP1) 10200 Ten Mile Bridge Road, Fort Worth, TX	Pavilions	Reserve
Twin Points Large Pavilion Rental (LP2) 10200 Ten Mile Bridge Road, Fort Worth, TX	Pavilions	Reserve
Twin Points Small Pavilion Rental (SP1) 10200 Ten Mile Bridge Road, Fort Worth, TX	Pavilions	Reserve
Twin Points Small Pavilion Rental (SP2) 10200 Ten Mile Bridge Road, Fort Worth, TX	Pavilions	Reserve
Twin Points Small Pavilion Rental (SP3) 10200 Ten Mile Bridge Road, Fort Worth, TX	Pavilions	Reserve
Twin Points Small Pavilion Rental (SP4) 10200 Ten Mile Bridge Road, Fort Worth, TX	Pavilions	Reserve

To begin your reservation, you must log in to your RecDesk account or create a new one. In either case, you will need to click on the “log in” button in the upper right-hand corner. This will allow you to either log in to your account or create a new one.

If registering for a new account, follow the instructions and fill the fields necessary to complete your registration. Once finished, click on the Rentals tab on the horizontal menu at the top, then click the Pavilions from the dropdown list.

HOME RENTALS CALENDAR

All  
Pavilions 6

### Make a Reservation

Click the green “Reserve” button for the pavilion you would like to reserve. Refer to the park map from the [www.twinpointspark.com](http://www.twinpointspark.com) website for pavilion locations. Their general position with LP or SP number is indicated on the map. At this point, a calendar view will appear (see below). Find the month that you would like to reserve. Available reservation will appear as a dark green block on the date, if it is unavailable, there won’t be an option on that particular date.

← Reserve Facility

TwinPoints Small Pavilion Rental (SP1)

Calendar example:

<		Today		May 2019			Month	Week	Day
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
28	29	30	1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25	Reserve		
26			29	30	31	1	Reserve	Reserve	
2	3	4	5	6	7	8	Reserve	Reserve	

Annotations: An orange arrow labeled "AVAILABLE" points to the date 2. A red arrow labeled "UNAVAILABLE" points to the date 4.

Click on the green “Reserve” block. At the next screen you will be prompted to select the time you wish to reserve, as well as a description of intended use and the estimated size of your group.

## Check-out Your Reservation

You will now be prompted to complete the check-out process for your reservation. Complete the indemnification process and the Pavilion Rental Form on the following screens. You will then be able to make your full payment. Once you receive your confirmation email, you know that your reservation is complete and saved in the system. Remember to have fun and we'll see you at the park!

- *No refunds or rain checks will be provided once payment is made. If the park is closed due to adverse weather, I understand that the reservation is forfeited.*
- *All guests must pay entry fee at entrance no in and out.*
- *All Park rules are in effect, failure to abide by Park rules can result in removal from the Park.*
- *Reservations will be released if the reserving party fails to arrive within one hour of start time.*
- *Reservations are accepted no more than 30 days in advance.*

**For all questions and inquiries, please contact [twinpointspark@trwd.com](mailto:twinpointspark@trwd.com)**