

Pavilion Rental Instructions:

Log on to the Londonderry Township website www.londonderrypa.org. First time users must create an account (user name and password). If you've already created an account, simply login with your user name and password.

Pavilion rentals by cell phone - the correct web address is: <https://ldtwp.recdesk.com/Community/Home> and **NOT** "www" – the system will not work as that is not the correct address.

To create an account:

- Click on **Parks and Recreation** tab.
- Click on **Click Here to Rent a Pavilion** tab.
- Click on the **Home** tab to create your account. Fill in the required information. You must create an account before you can continue to reserve a pavilion.

Once your account has been created:

- Click on **Facilities** tab then click on **Pavilions** tab.
- Select the desired pavilion by clicking on the **reserve** button
- Go to the **Calendar**. Use the arrow beside the calendar to advance the calendar to the month that you want to rent your pavilion. Click on the **reserve** button.
- **Reserve Facility** screen: **Description of Use** and **Group Size**
- **Description of Use:** type in birthday party, family reunion, etc.
- **Group size:** Select either 50 or 150. These are the **only** two options.
- The next screen will show the pavilion you selected along with the fee.
- Click on the **+** sign beside the fee. Click on the **Add to Cart** button.
- A number will appear beside the shopping cart to indicate that the item has been placed in the shopping cart.
- Click on the **Checkout** tab.
- Click on **Accept Waiver**.
- **Required Forms** - complete and sign the required forms. Dates must be entered as follows: / /
- Click on **Completed Forms** and proceed to enter your credit card information.

Discounts are available for:

- Londonderry Township employees
- Londonderry Township volunteers
- Non-profit organizations

Call the Township office at 717-944-1803 and ask for the promo code to receive a discount. After entering the promo code, click on the **Validate** button then **Add to Cart**. Follow the same instructions as above to continue reserving your pavilion.