



Welcome to B-REx Facility Reservations!

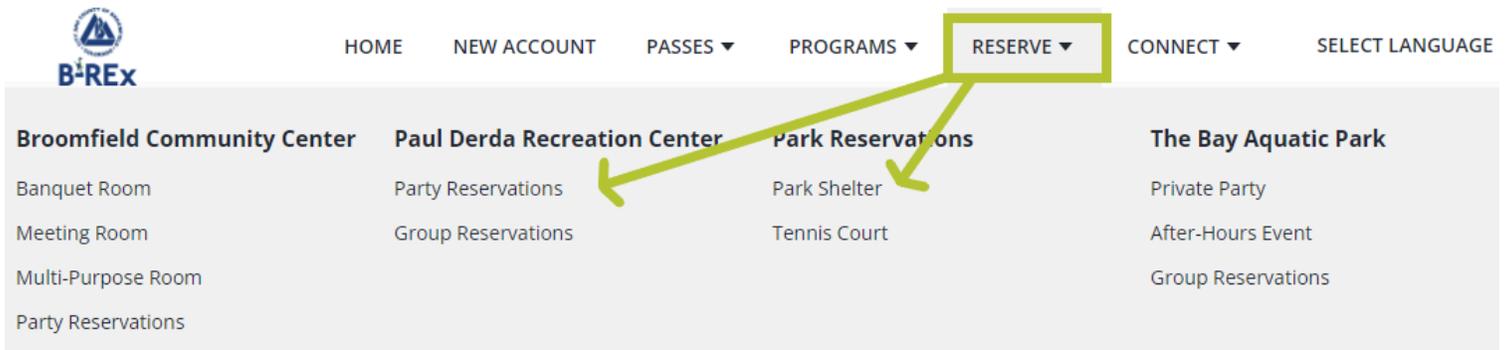
The place to find and request facility reservations in Broomfield!
Follow the step-by-step guide to request available facilities.

How to Access B-REx:

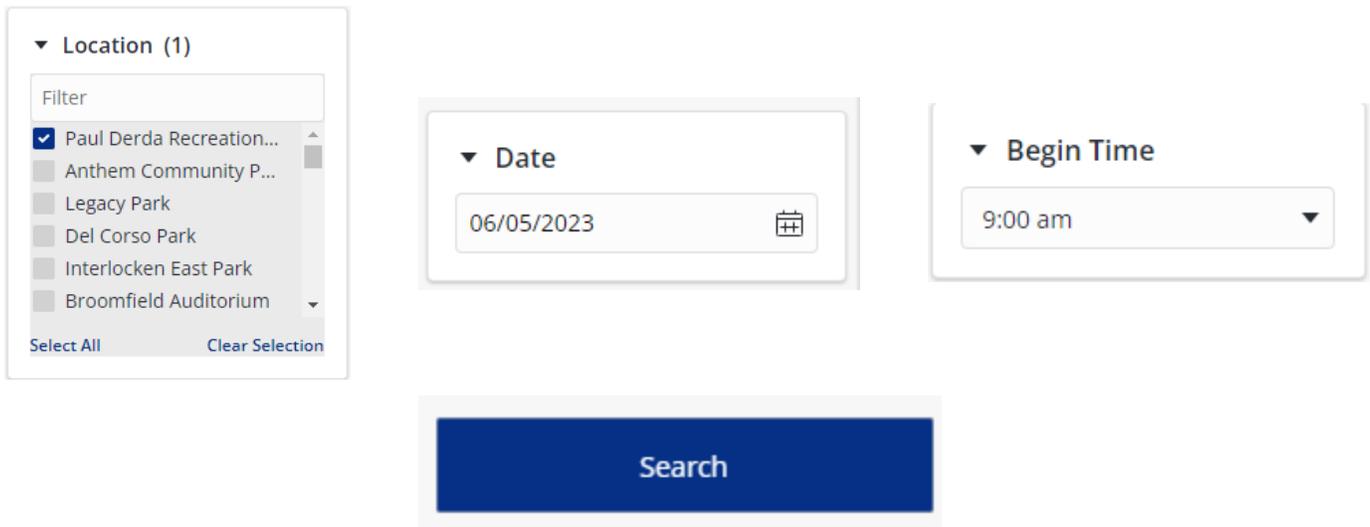
- Using any Web Browser enter the website B-REx.com
- Create or Login to your B-REx account.

Accessing Reservations in B-Rex:

- Use the *Reserve* Menu to reserve by facility, type, and location.



Use the filters on the left column to search by desired date, location, time, or facility features and click *Search*.



Submitting a Reservation Request:

- Each facility will have available time blocks listed.
- Select all times you wish to request by clicking each time block.
- Time blocks that are not available will appear black and show “*Unavailable*”.

Note: You can only add consecutive blocks to your cart. Time gaps will result in the inability to continue. If you cannot see an early morning or evening time block, adjust your “begin time” on the left column filters to see more options.

Date	Description	Location	Info	
Sep 21	Anthem Community Park Shelter	Anthem Community Park	Item Details	
10:00 am - 4:00 pm	4:00 pm - 6:00 pm	6:00 pm - 8:00 pm	8:00 pm - 10:00 pm	10:00 pm - 11:00 pm

Adding Time Blocks to the Shopping Cart:

- Once you have selected your time blocks, click the *Add to Cart* button.
- If you have not logged into your account, you will be asked to do so at this step.
- The following screen will prompt you to enter the headcount for your event, enter this number, and click *Continue*.
- Select *Family Member (18+)* who will be the contact for the reservation and click *Continue*.

Answering Required Questions:

- Below the Questions heading, you will see a list of questions that must be answered regarding the facility reservation you are requesting.

Note: Required questions are marked with a red asterisk.

Information and Waivers:

- There may be a “Tickler” heading listing additional information about the facility or reservation requirements (fees, food truck info, alcohol permits, etc.).
- Read through the included waiver agreement for your reservation.
- Be sure to read each item carefully before agreeing to the waiver, you must agree to the facility waiver to complete your reservation request. Click *Continue*.

Shopping Cart:

- On the shopping cart screen, review any fees due at the time of the reservation request.
- For most reservation requests, a \$5 permit request fee is due at the time of the request and will be applied to your total reservation fees once approved.

**You will receive an emailed receipt once your request has been submitted.
This is only a request. Confirmation will follow from Reservation Staff.**

Reservations will be processed within 72 hours of your request.