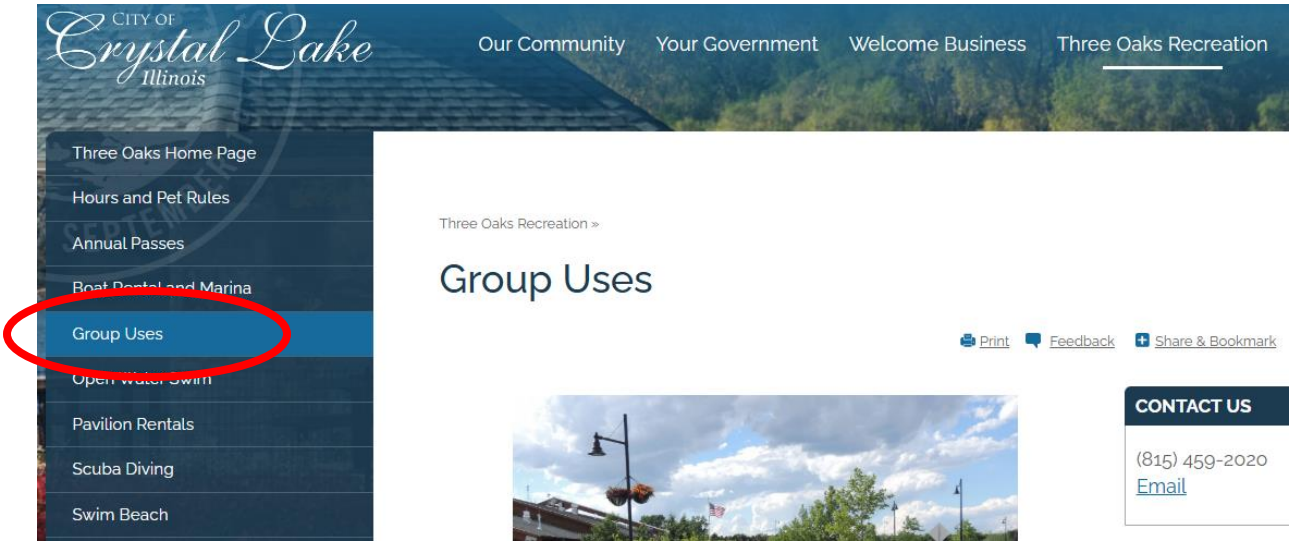
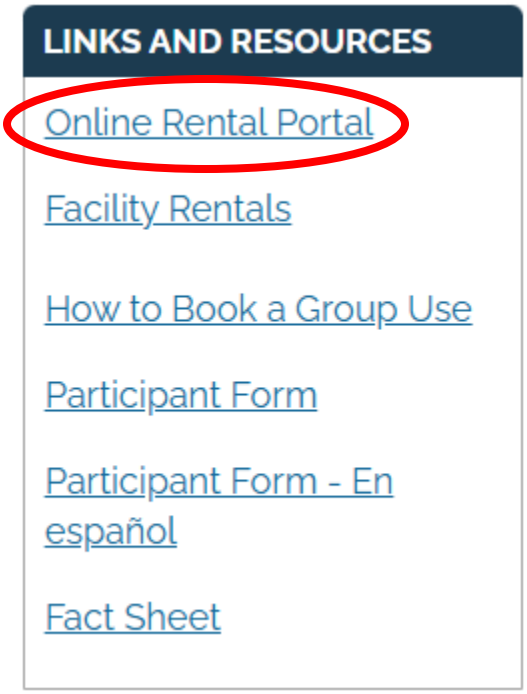
How to Book a Group Use on the Three Oaks Recreation Area Portal

1. Go to the Three Oaks website, https://www.crystallake.org/three-oaks-recreation and select the Group Uses Tab.



2. Select the **Online Rental Portal** link from the Links and Resources area, or from additional places on the page. This will bring you to the login page on the portal to create a new account.



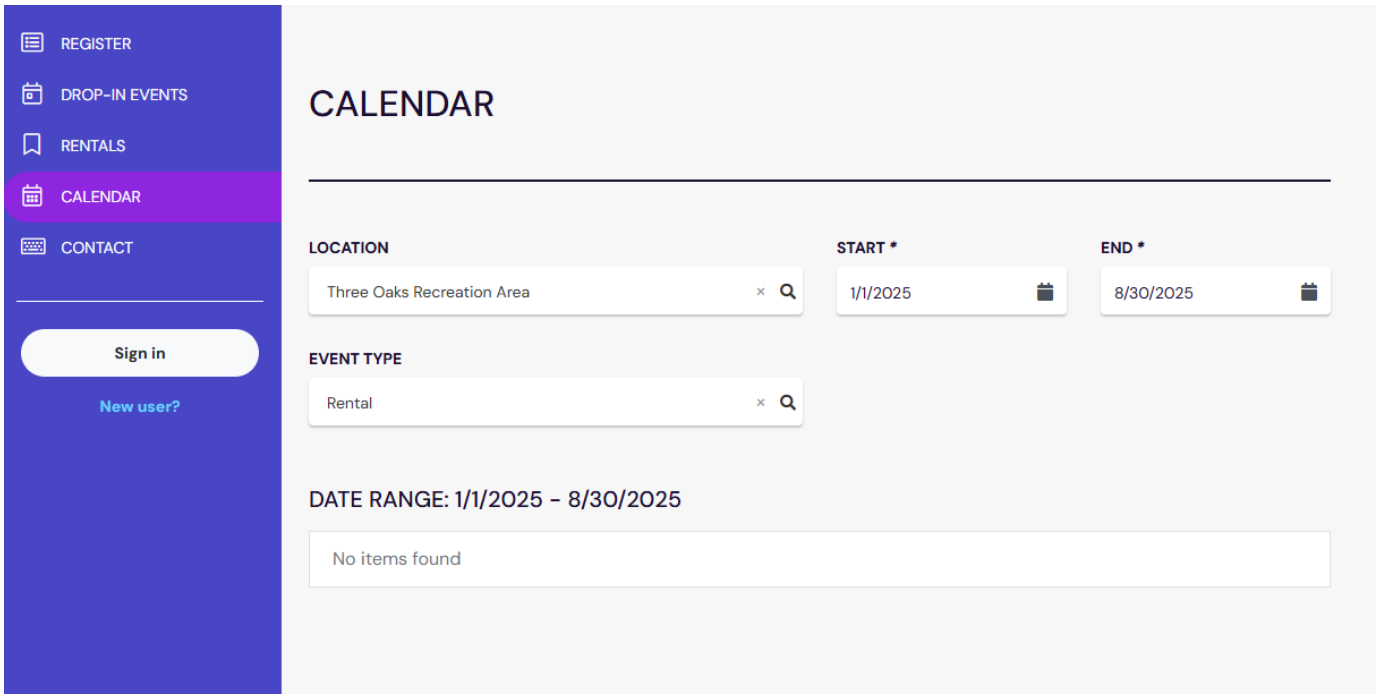
3. If you only wish to check availability, click on **Calendar** in the center of the page.

Booking a Group Use

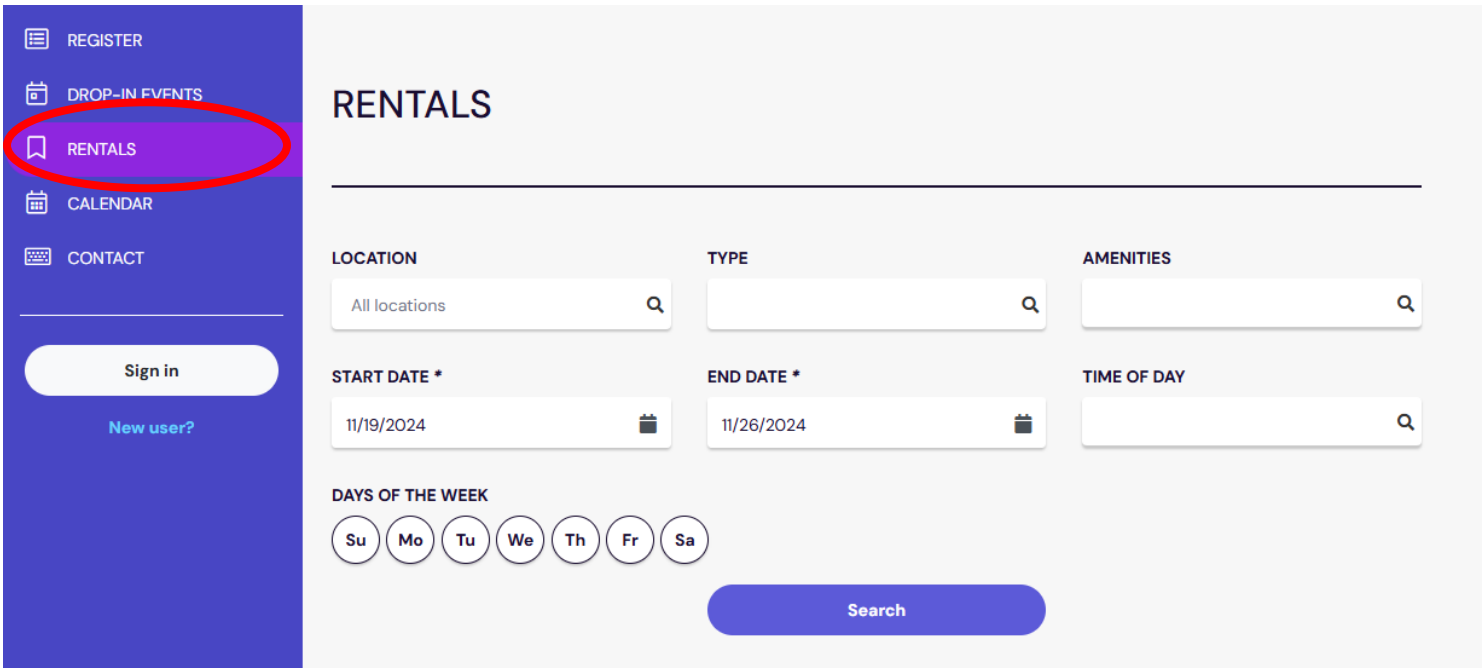
Multiple group bookings are allowed on the same date. To book a Group Use, please take the following steps:

1. Click the online rental portal or facility calendar to check beach area availability and request a booking.
   Online Rental Portal
   Calendar
2. Create an account on the portal to access at any time.
3. City staff will review your beach area booking and either approve or reject the request.
4. Submit a Certificate of Insurance and completed Participant Forms to City Hall Staff prior to your visit.
5. Pay for your group on the day of your visit at Three Oaks Recreation Area.

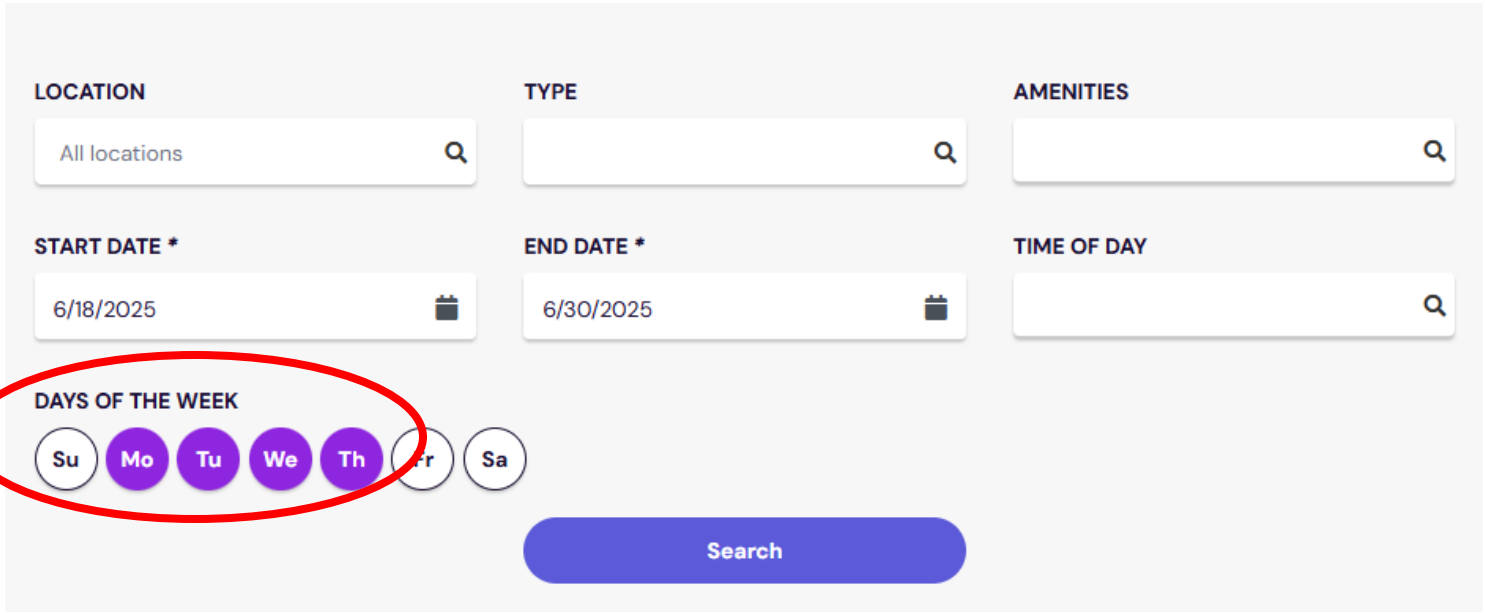
4. Select the **Location** as Three Oaks Recreation Area and the **Event Type** as Rental. Then, select your date range that you wish to view. The calendar will show you what has already been booked on the portal. Any blank date from your search means the beach area is available.



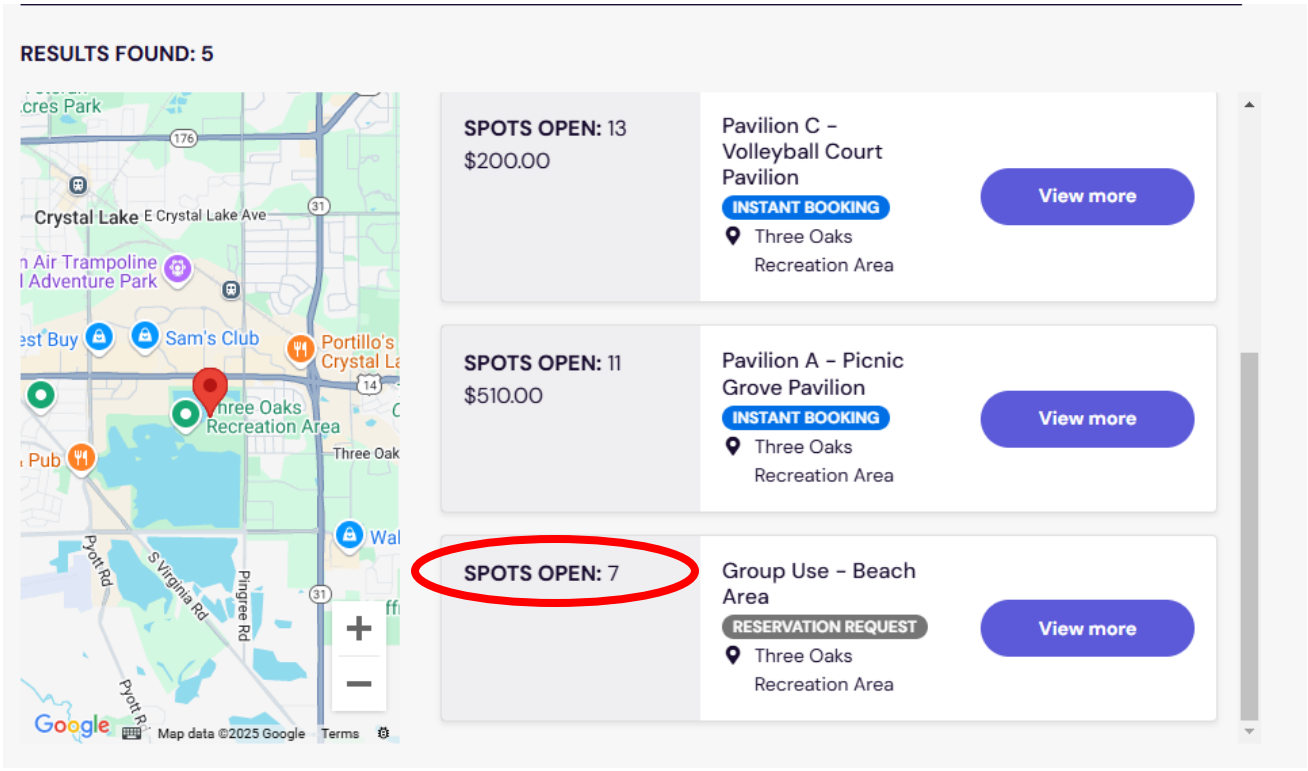
5. Once an open date has been established, click **Rentals** on the side bar. Alternatively, you may choose to view availability directly from the rentals tab instead of the calendar. The rentals tab will not display a calendar, but will show you if the beach area is available to select based on your search.



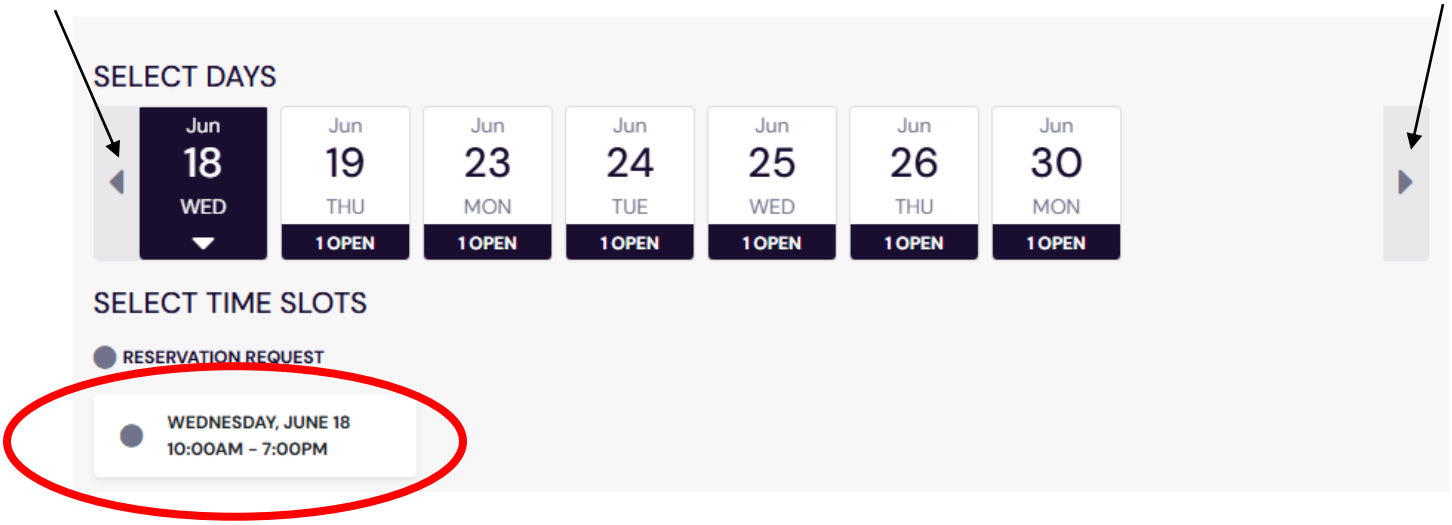
6. From here, you can choose to search specific days of the week if your search covers several dates. Please note, you cannot search more than 30 days at a time. Additionally, Group Uses are only allowed Mondays – Thursdays. Then click **Search**.



7. If searching a range of dates, you will notice **Spots Open** will display a large number. This is because the search function is showing you all available dates based on your filtered search. Choose **Group Use - Beach Area** and click then click **View more**.



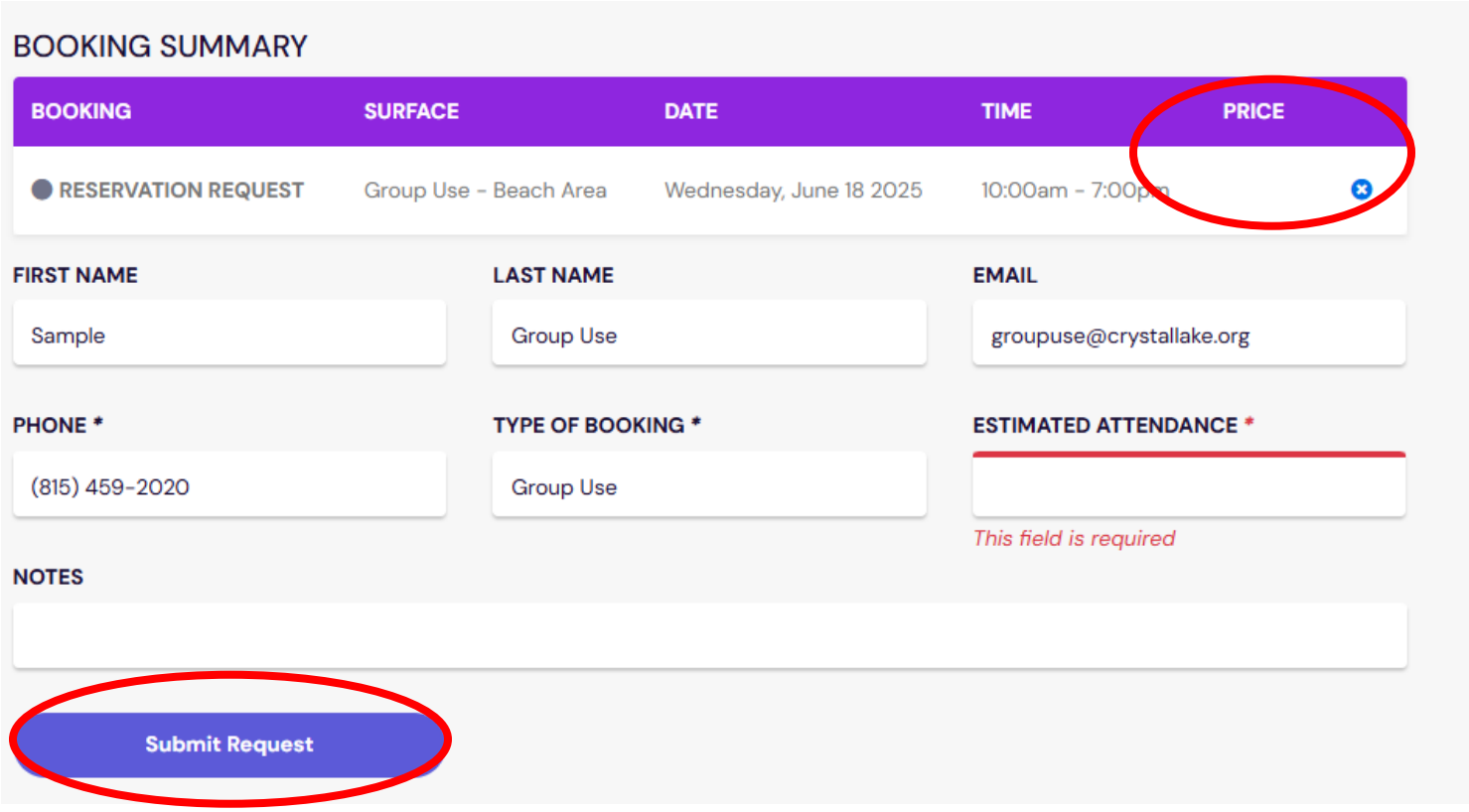
8. Select the date you would like to reserve by scrolling right or left. Then click the time slot. *Note: There is only one time frame to select as our rentals are for the entire day.*



9. Your booking will be added to your cart. Enter in the **Type of Booking** as a Group Use and your **Estimated Attendance**. These are required. You may add any additional information such as child age range, adult to child ratio, time frame you plan to attend, special needs/accommodations for the group, etc. in the notes area.

    a. Notice that a price is not shown. This is due to the understanding that most groups may not know the total number of participants until the day of the visit. The special discounted group use fee will be charged upon arrival at the beach gate. You must pay for your group on the day of your visit.

Then click **Submit Request**.



10. Staff will receive an email of the newly requested Group Use. They will review and either accept or deny the request. You will receive an email back from staff letting you know the status of your request.

Should you have any questions regarding the portal, Certificate of Insurance, Participant Forms, or anything else, please contact City Staff at 815-459-2020 x 4288.