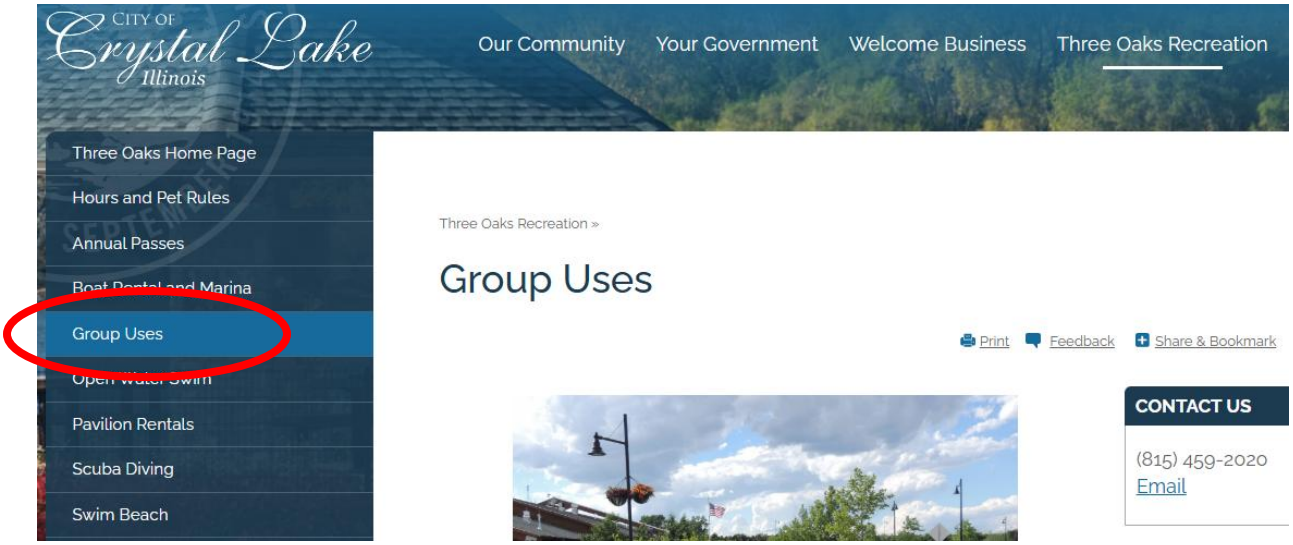
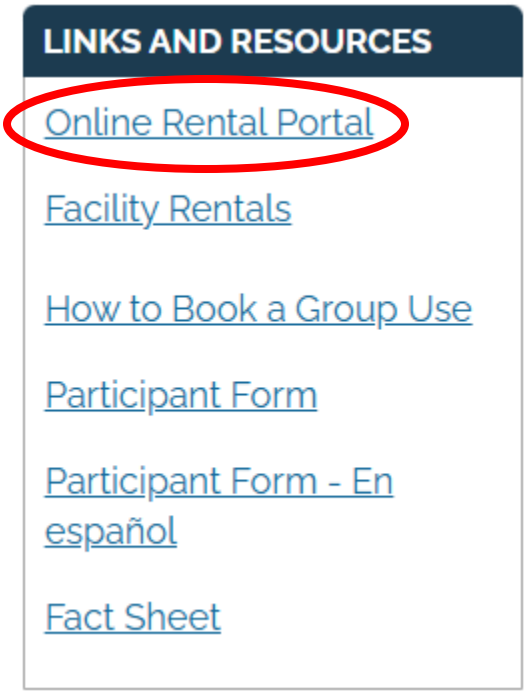
How to Book a Group Use on the Three Oaks Recreation Area Portal

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

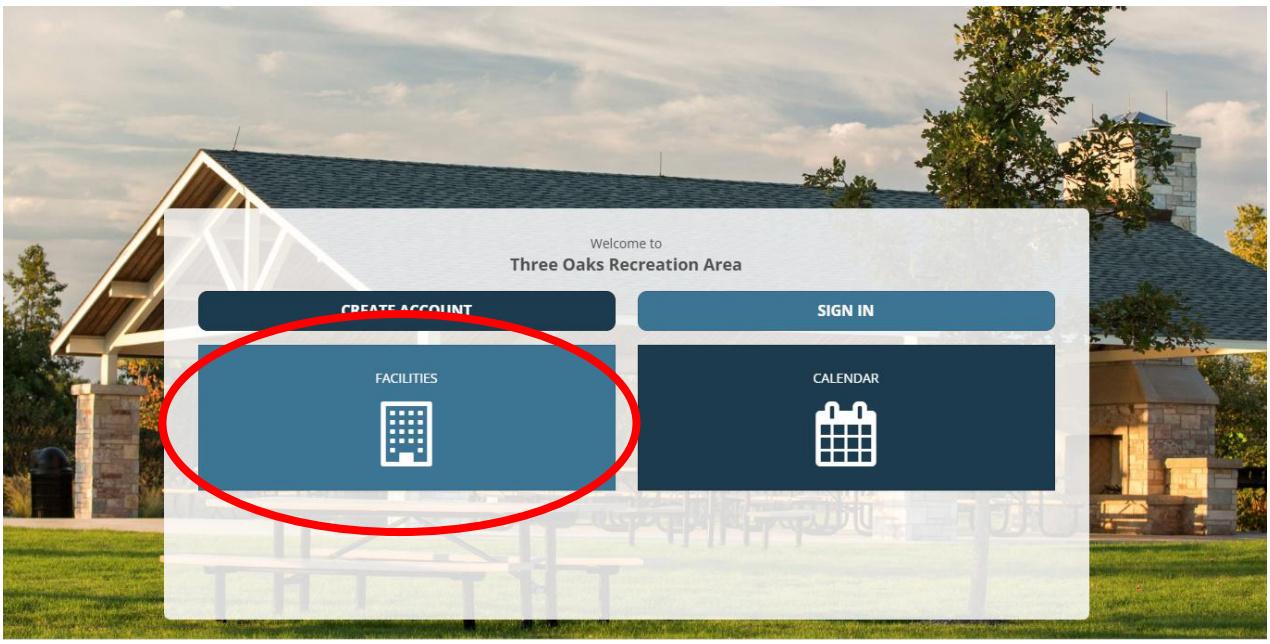


2. Select the **Online Rental Portal** link from the Links and Resources area, or from the center of the page. This will bring you to the login page on the portal to create a new account.

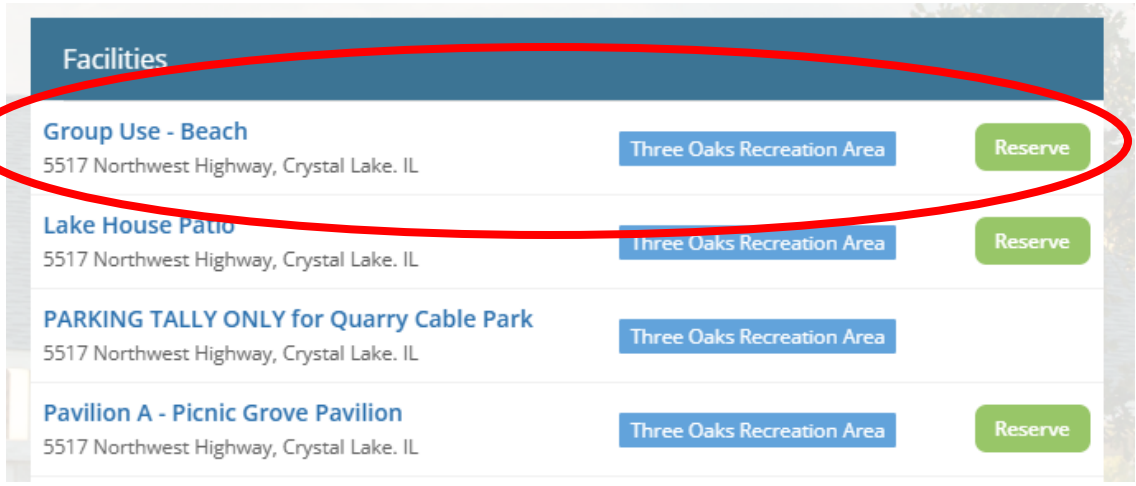


3. Once you have created your account, you can click on **Facilities** in the center of the page to view availability.

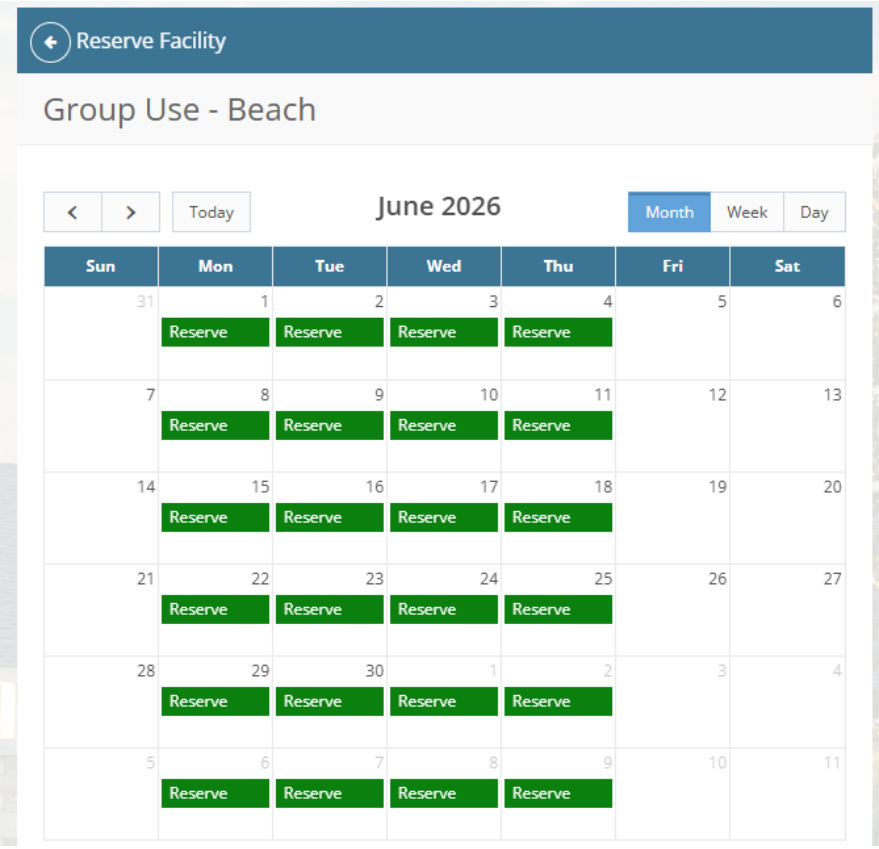
Revised 2/9/2026



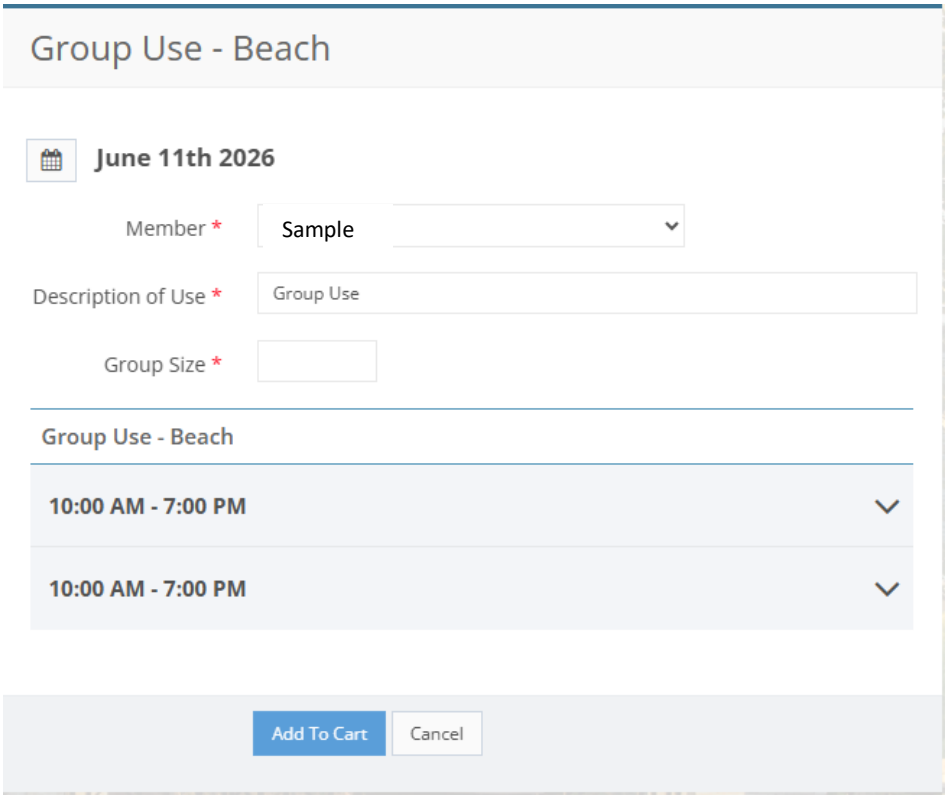
4. Filter your search by clicking **Reserve** on **Group Use – Beach**. This does not reserve the area just yet, but allows you to see which dates are available for a group at the beach.



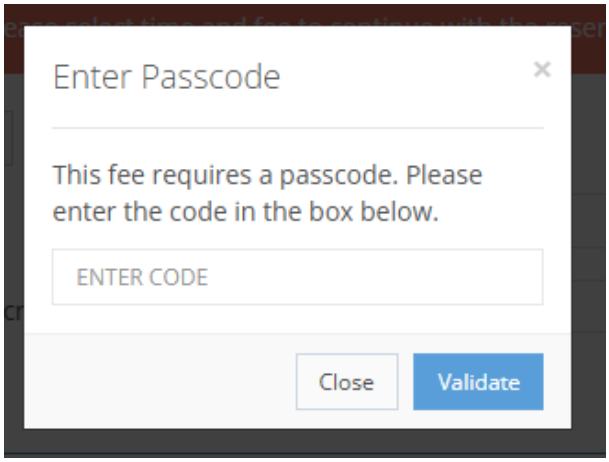
5. Then, as you scroll through the calendar, you will be able to see which dates are available to reserve the beach area for a Group Use. Click on any of the green **Reserve** buttons to begin submitting your reservation request. It is important to note that Group Uses are only available Monday – Thursday.



6. Three Oaks allows multiple groups to utilize the beach area at once. This is why you will see multiple time frames to choose from when adding to your cart. Please select only one for your organization, no matter your headcount. Additionally, please enter the **Description of Use** as '*Group Use*'.



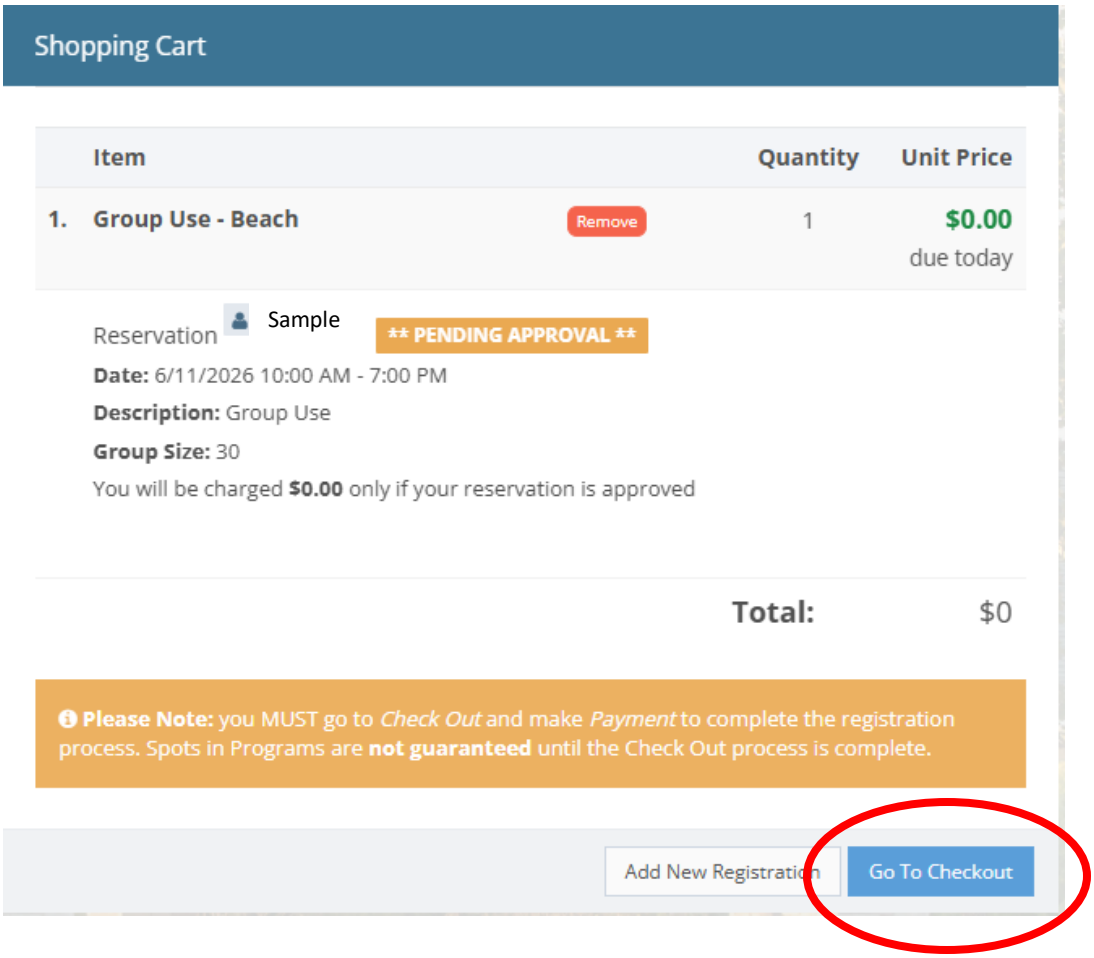
7. In order to add a time slot to your cart, you will need to enter the passcode to reserve this area. If you have not already received the passcode from City staff, please contact staff at 815-459-2020 ext. 4288 or threeoaks@crystallake.org.



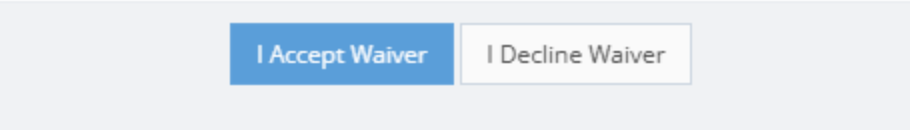
8. Your reservation request will be added to your cart.

   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.

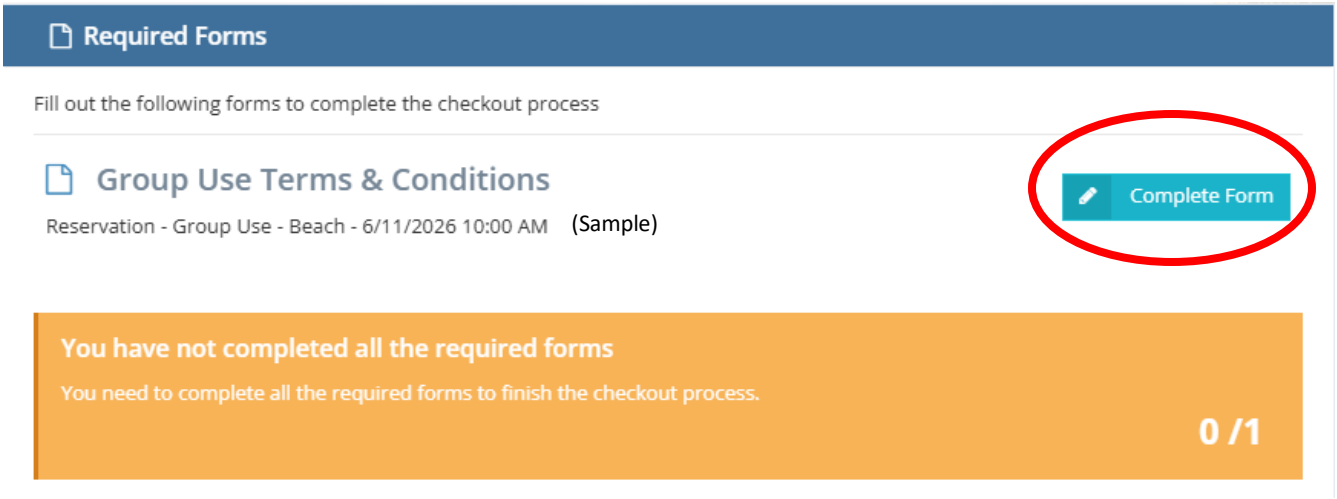
Then click **Go to Checkout**.



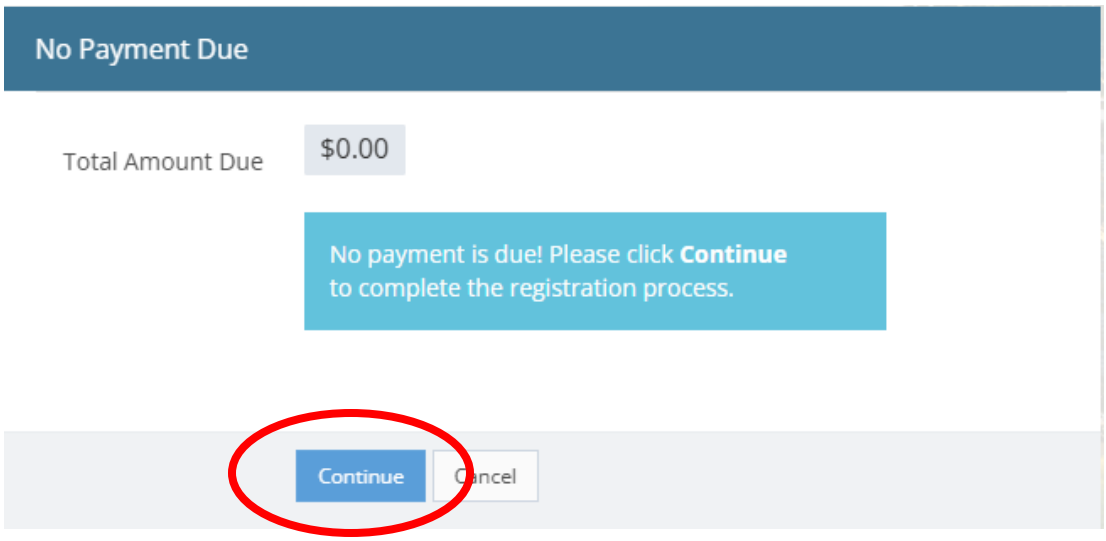
9. The next page is the Indemnity/Hold Harmless Waiver. Please select **I Accept Waiver**. If you decline the waiver, the reservation will not move forward.



10. Required Forms – All groups are required to complete the Group Use Terms & Conditions from in order to finish the checkout process.



11. No payment is due during the submittal of a reservation request. Please click **Continue**.



12. 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 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.