

Use of Facility Required Documents; Request Procedure & Uploading documents to your MyRec Account at time of Facility Request

Required Documents

- Certificate of Liability Insurance (ACORD)
- 501(c)(3) Certificate (if applicable)
- LLC Certificate of Authority
- Corporate/Non-Profit Certificate of Authority

Facility Request Procedure:

- Log in to your Organization's Account
- Select Facilities from Menu bar
- Select Facility
- Follow prompts to select date, start and end times as well as **Buffer Times** (*set up/breakdown in minutes ie. 15; 30, 60 etc.*). Click Next.
- Select **Add More Dates** and continue to add all dates by category: Games, Practices, Events, etc.
- Submit

Uploading Required Documents:

- Log in to your Account
- Select **Overview** Icon
- Go to Account Members and Select yourself



Account Finance Members Balances Registrations Memberships Reservations Products Cart

- Scroll to bottom of page and click the Add New Member Document
- Upload documents from your computer; All Set! (call if you experience technical difficulties)

Member Documents			Add New Member Document
FileType	Status	Expiration Date	
501(c)(3) certification	Pending		View / Modify

-

Permits:

Permits will be issued after all required documents have been uploaded to your Account & Payment Received