



# Seattle Parks & Recreation

## Event Scheduling Online Picnic Reservation System How To:

**Step 1:** Review our [website](#) to determine whether or not your desired location is reservable online.

If your location is not reservable online, submit a [Picnic Application](#).

- We have applications available in other languages. This is located on the website above.
- Processing times vary depending on our workload. Busier seasons (Spring/Summer) will have longer wait times. Plan ahead if possible.

**Step 2:** To self-reserve, visit our [Online Self-Booking Page](#).

**Step 3:** Type in your desired park in the keyword box.

Resource search

[Sign in now](#) to see more accurate results.

|                                    |                                                        |        |
|------------------------------------|--------------------------------------------------------|--------|
| DATE AND TIME<br>Any date and time | SEARCH BY KEYWORDS<br>Facility, location or event type | Search |
|------------------------------------|--------------------------------------------------------|--------|

**Step 4:** Select your shelter of choice to view availability.

- Select the option without “zero (0)”

|          |                                          |                       |
|----------|------------------------------------------|-----------------------|
| Facility | Jefferson Park Lid Shelter 01 ❌          | Not reservable online |
| Facility | Jefferson Park Lid Shelter 02 ❌          | Not reservable online |
| Facility | Jefferson Park Lid Shelter 03 ❌          | Not reservable online |
| Facility | Jefferson Park Shelter 1 (capacity 50) ✅ |                       |
| Facility | Jefferson Park Shelter 2 (capacity 50) ✅ |                       |
| Facility | Jefferson Park Shelter 3 (capacity 80) ✅ |                       |

**Step 4:** From there, you will be able to view available dates and times 5-90 days out.  
 - Note that you will need to create an account to make a reservation.

**Reservation**

Who are you reserving for?  Event type **Picnic** Number of attendees  Dates and times  [Check availability](#)

**Reservation rules**

- 1 Current facility reserve by rental block.
- 2 Residents can make reservations at least 5 day(s) in advance but not more than 90 day(s) in advance.
- 3 Non-residents can make reservations at least 5 day(s) in advance but not more than 90 day(s) in advance.

**Parent facilities**

[Jefferson Park Lid Shelter 01](#)

**More information**

[Reserve More Information](#)

**Select time slots**

[Aug 2024](#) [Today](#)

| S                                 | M  | T  | W  | T  | F  | S                                |
|-----------------------------------|----|----|----|----|----|----------------------------------|
| 28<br>8:00 AM - 2:00 PM<br>2 More | 29 | 30 | 31 | 1  | 2  | 3<br>8:00 AM - 2:00 PM<br>2 More |
| 4<br>8:00 AM - 2:00 PM<br>2 More  | 5  | 6  | 7  | 8  | 9  | 10<br>3:00 PM - 10:00 PM         |
| 11<br>8:00 AM - 2:00 PM<br>2 More | 12 | 13 | 14 | 15 | 16 | 17                               |
| 18<br>8:00 AM - 2:00 PM<br>2 More | 19 | 20 | 21 | 22 | 23 | 24                               |
| 25                                | 26 | 27 | 28 | 29 | 30 | 31                               |

**Step 5:** Select the date and time and press Apply and Proceed.

Number of attendees  Dates and times  [Check availability](#)

**Select time slots**

[Aug 2024](#) [Today](#)

| S                                 | M  | T  | W  | T  | F  | S                                |
|-----------------------------------|----|----|----|----|----|----------------------------------|
| 28<br>8:00 AM - 2:00 PM<br>2 More | 29 | 30 | 31 | 1  | 2  | 3<br>8:00 AM - 2:00 PM<br>2 More |
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| 11<br>8:00 AM - 2:00 PM<br>2 More | 12 | 13 | 14 | 15 | 16 | 17                               |
| 18<br>8:00 AM - 2:00 PM<br>2 More | 19 | 20 | 21 | 22 | 23 | 24                               |
| 25                                | 26 | 27 | 28 | 29 | 30 | 31                               |

**Selected dates and times (1)**

Sun, Jul 28, 2024 8:00 AM - 2:00 PM [-](#)

[Reset](#) [Apply](#)

**Step 6:** You will be asked several questions which are required to book the space.\*

**Step 7:** Press  , then .

**Step 8:** Complete your reservation by making payment by card or electronic check.

**\*Note that by using our online reservation system you are agreeing that:**

- You have no more than the listed number of participants for that site. See site 'capacity'
- Do not have special equipment (i.e. bounce houses, laser tag, tents over 400 sq ft, face painter, animal artist, etc.).
- Will not have catering. Catering is deemed as onsite meal preparation by a professional. Professional catering being dropped off/picked up does not apply.

If any of those items apply you must submit a picnic application: [Picnic Application](#)

**Note all online reservations are final: no adjustments, no additions, no refunds**