



City of West Jordan
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Some helpful tips on reserving park pavilions.

NOTE: Pavilions are only available for reserved use at Veterans Memorial Park and Constitution Park.

Visit our online scheduler at <http://www.wjordan.com/Residents.aspx?pgID=4.8>. Click on the “online” reservations.

1. Create an account or login.
 2. Click on the green SEARCH button
 3. Find the facility you want and click on the VIEW AVAILABLE button
 4. Search for the date you need and click on “View Available Times”
 5. If available, click on the BOOK button
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- A. For Event Type: select Park Rental or Special Event from the drop down list
 - B. Select the location (Veterans Memorial Park or Constitution Park)
 - C. Chose a facility (example: Vets Large Pavilion)
 - D. Specify Facility (no need to do anything with this section) - click the CONTINUE button
 - E. Verify facility by clicking on the Select box then click the CONTINUE button
 - F. Enter the date you wish to reserve in the Begin Date box. Make sure the beginning date and end date match
 - G. On the next section for Specify when event starts, **Select 9am – 8:30pm** on the drop down
 - H. Specify how long – DO NOT USE, leave as is, click the CONTINUE button
 - I. Verify on the calendar and click the CONTINUE button
 - J. Review facility and charges, click the CONTINUE button
 - K. Select the boxes to agree to our waivers, click the CONTINUE button – this will take you to the payment screen