



Facility Rental Instructions:

1. Visit <https://lancasterma.myrec.com/>
 - a. Log into your account by clicking Log in.
 - b. If you don't have an account, set one up by clicking New Account.
2. Click on the Facilities Tab
3. Choose Facilities List
4. Each rental space has a request box next to it, click the box for the space you would like to rent.
 - a. If you would like the entire building or the gym and a space downstairs, please request the Lancaster Community Center (LCC) (top option).
5. Choose your date and time for the event. We rent in blocks of 4-hours so please include your set-up and clean-up time in the requested start/end time.
6. Review our Fee Schedule to determine your rental price.
7. Click Next
8. Review your Reservation Request
 - a. Add any additional details or questions in the Additional Info box.
 - b. Input your reservation purpose.
 - c. Input your estimated head count.
 - d. Answer the two (2) questions about tables and chairs (they are FREE with the rental).
9. Review our Policies and Procedure, by clicking the blue hyperlink.
10. Click the "I have read and agree to the Disclaimer Statement" box, then click Submit.
11. Your Reservation Request has now been submitted. You will receive confirmation email about your request. The LCC will approval/deny all requests within 48 hours of being submitted.
 - a. If your request is approved, you will receive an email invoice.
 - i. Once you have the invoice, log into your MyRec account to pay your invoice.
 - ii. When directed to Uni-pay for payment processing, please "Checkout as Guest".
 1. You can drop off a check or cash to the office if you prefer.
 - b. If your request is denied you will receive an email letting you know the reason why.