

Hardy Hall and/or Brooks Chapel Online Rental Instructions

Below are detailed instructions for completing Online Rental Forms and Payment. **BOTH PAYMENT AND AGREEMENT FORMS**

MUST BE COMPLETED FOR RENTAL TO BE CONFIRMED.

1. Go to **Rental Facilities** tab at top of page for drop down menu.
2. Check the **Reservation Calendar** to be sure your date is available.
3. Go back to the top Rental Facilities tab again and click on **Rental Agreement**.
4. Print out the form for the facility requested (Note: Hardy Hall is included with Chapel Rental). Please fill out forms accordingly and return by email, mail or drop off at either Brooks Town Hall or Brooks Library. You may include checks (one for Deposit payment, one for Rental payment) or use the following link to pay online with a credit card (cc payment will refund your deposit faster). **Both Rental agreement AND payment must be received to confirm rental!**
5. To pay online, go back to the Home page of the website (click on the blue and white picture of the Chapel on left side of screen).
6. Underneath the picture of downtown Brooks, in the dark blue section, click **Pay Online**.
7. At this point, you may click **Pay Online** again to enter your credit card information or call the phone number provided.
8. If entering cc information yourself, click on **Town Payment**, then **Facility Rentals**.
9. 5 choices are on the next screen. You must "order" a **Rental and Deposit** of the facility of your choice. (Example: Hardy Hall Rental - enter name and date requested then Add to Cart. Next, Hardy Hall Deposit - enter name and date requested again), then Add to Cart. You should have 2 items in your cart for each rental date....a rental & a deposit.
10. If you have other dates to request for rentals, click **Continue Shopping** and

repeat the process. If this is your only date, click **Check Out**. At this point, you enter your credit card information, agree to terms, and process. ***Credit Card Service Fee is returned with Deposit if Facility(ies) are clean and damage-free.**

11. Once your payment and paperwork has been received, town staff will update the Rental Calendar (only a note that the facility is rented; no specific names are entered for privacy).
12. A few days prior to your rental date, you will receive an email with your personal code and instructions to unlock the facility.
13. REMINDER - BOTH RENTAL AGREEMENT AND PAYMENT MUST BE RECEIVED FOR RENTAL TO BE CONFIRMED AND DATE RESERVED!