

Welcome to the Midway Town Park Online Reservation Portal

Online Account Registration Platform

What you need to know Before Setting up Your Account:

Parents/Guardians/Adults:

When creating a new account, it is extremely important to enter the parent's/adult's information first. The first person on the account created will be the default payer/head of the household and must be an adult 18 or older. The primary email address entered into the parent's/adult's account will be your username moving forward.

Text and Email Opt-In:

We will be sharing information about cancellations and facility closures via text message and /or email. To receive important notifications, opt-in to receive all communication types (courtesy notifications, critical announcements, upcoming events). Enter your cell number and select your mobile carrier to receive important updates instantly.

Username:

Your username will always be your email address. You have the option of adding additional email addresses where you wish to receive important updates.

Password

Passwords need to be at least 8 characters in length and include at least 3 of the following: Capital letter, lower case letter, number, special character. If you forgotten your password, please select "forgot password" to reset it at any time.

How to set up Your Account:

- On desktop computers, click on Register at the top of the page to be taken to the registration page. Select Log In/Create Account in the upper left corner then select Create Your Account.
- On mobile devices, select Account in the upper right corner and then select Sign Up.
- Fill in the form as completely as possible. All of the fields with an asterisk (*) are mandatory and your account cannot be created without completing these sections. You also need to add one emergency contact to your account. You'll have an opportunity to add family members to your household later.
- To receive text alerts about playground and facility closures, indicate your mobile carrier next to your cell number.
- Add additional household members (spouse, children, etc.) at any time in your account settings. Please keep your entire household on one account.

Reservations:

Rental reservations must be made no less than 7 days in advance. The pavilion/gazebo is open for reservations seven days a week during posted operating hours and reservation schedule times. The minimum rental time is three (3) hours, and the maximum rental time is one full day.

Reservation fees are non-refundable. If inclement weather occurs, the event may be rescheduled without an additional fee; but must be requested no more than two (2) workdays following the original reservation date. Inclement weather must occur at the picnic pavilion/gazebo during the reserved time before a rain date may be rescheduled. Please contact Town Hall to reschedule the event.

PLEASE NOTE: YOU WILL BE CHARGED A DEPOSIT AT CHECKOUT EQUIVALENT TO THE RESERVATION FEE.

Deposit Refunds:

Deposits will be refunded within five to seven business days after event; pending inspection and approval of facilities by Town Park Staff. Refunds will be made to the method of payment on file.

That's it! Now you're ready to create reservations for the Town Park Pavilion and/or the Town Park Gazebo.

The Town of Midway extends a warm welcome to the citizens and visitors with the hope you enjoy the beautiful facilities and walking trail.