



1996 Recreation Way, Marlboro, New Jersey 07746 Phone: 732-617-0100 Email: Recreation@marlboro-nj.gov

RESERVATIONS FIELD, COURT, FACILITY

STEP BY STEP COMMUNITY PASS INSTRUCTIONS

The Marlboro Township Recreation Department offers to our residents and organizations the option to use our facilities, rooms, fields or courts. All reservation requests must be submitted through **Community Pass**. If you already have an account, **proceed to step B** to submit your field request. To create an account for your organization use the following link:

<https://register.communitypass.net/marlboro>

A. CREATE AN ACCOUNT

1. Complete information below about your organization.

Address: This should be your business address.

Name of Organization: See example below for how to enter first and last name.

First Name – Marlboro Men's

Last Name – Softball

Email Address: Please use organization's email address.

2. After the above information is completed select **"Create"**.

B. RESERVE A FIELD/ COURT AND OR FACILITY

1. On your account home page select **"Browse Activities"** in green near the bottom of page.
2. Select **"Field and Court Reservation"** or **"Facility Reservation"**
3. Verify all account information is accurate then select **"Continue"**
4. Select the type of field/ court or the room you are requesting (grass, turf, tennis, meeting room, arts and crafts room, gymnasium, etc.)
5. Select the times and dates for the selected location.
6. Fill out the permit, check off the rules and regulations, and select **"Continue"**.
7. There will not be a fee at checkout. The completed permit will be sent to the Recreation Department for review. Upon approval an email will be sent reflecting the balance due, **if any is required**, on your account.
8. After request is approved and any required payment is received, permit will be sent by email.

PLEASE NOTE: If you are reserving multiple fields/courts or rooms, the above process is required for each location.

All facility reservations are subject to current health guidelines per the New Jersey Department of Health and/or the Center for Disease Control.