

Make a Facility Reservation in OMS – How To

- 1) Go to make a Reservation



Main Menu

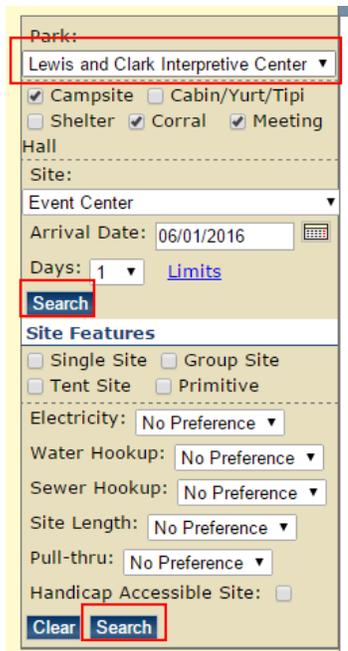
Search

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Site

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- 2) Navigate to the resource you wish to reserve, in this case the Event Center at Lewis and Clark Interpretive Center. Select your arrival date to check availability.



Park: **Lewis and Clark Interpretive Center**

Campsite Cabin/Yurt/Tipi
 Shelter Corral Meeting
Hall

Site: **Event Center**

Arrival Date: 06/01/2016

Days: 1 [Limits](#)

Search

Site Features

Single Site Group Site
 Tent Site Primitive

Electricity: No Preference

Water Hookup: No Preference

Sewer Hookup: No Preference

Site Length: No Preference

Pull-thru: No Preference

Handicap Accessible Site:

Clear **Search**

- 3) You will now see the times available to reserve the resource. You will see 3 time frames and the availability of each. You are able to reserve each block to a different customer if needed. Change the start and end times to reflect how long the current customer will require the resource. Some resources have half day prices, reserving 2 or fewer blocks will count only as a half day. Hit reserve now to continue with the reservation.

Map View
Calendar View
List View
Park Details
Site Details

» [All Parks](#) » [Lewis and Clark Interpretive Center](#) » Event Center

Meeting Hall Event Center is Available on 06/01/2016 for 1 days

	6/1
8 AM - 1 PM	A
1 PM - 5 PM	A
5 PM - 10 PM	A

*Start Time (6/1): 8 AM ▼
End Time (6/1): 1 PM ▼

Reserve Now

Site Feature	Description
Meeting Hall	Event Center Activity
Availability	Available
Type	Reservable
Cost	\$450.00 Per Day
Maximum People Allowed	175
Handicap Accessible	No
Full Services Provided	05/20 - 12/07
Reservations Accepted	05/20 - 09/05
No Photos Available	

Reserve Now

- 4) Search for your customer, hit new customer if you cannot find them.

Make Reservation - Customer Search

Search Criteria

Last Name:

First Name:

Organization:

Zip Code:

Order No:

Reservation No:

Year:

Search Results

Name	Address	Zip Code	Last Activity
O'Test, Test	1600 E Century Ave, Bismarck, ND	58503	01/25/2016

- 5) You will now be prompted to fill out the facility use agreement which will take the customers information.

Customer

Organization:

*Name: First MI Last Suffix

*Address 1:

Address 2:

*City, State, Zip:

*Country:

*Daytime Telephone:

Other Telephone:

Other Telephone:

Email Address:

Event details including alcohol use

Event

*Name of Event:

*Number of People Attending:

*Will Alcohol be Present: Yes No

*Insurance Declaration Received: Yes No

*Will there be a contracted services: Yes No

*If Yes, please check all that apply: Food Transportation Entertainment Alcohol Other

If Other, please specify

*Is Alcohol Provided by the user? Yes No

*If yes, was Host Liquor Liability Insurance received: Yes No

*Is event open to the public? Yes No

Special Requests/Comments:

Vehicle permit options and terms of use, click continue when you have completed filling out the information.

Vehicle Permit

In addition to facility rental fees, all vehicles are required to display a valid vehicle permit.

The Organization will purchase vehicle permits for event participants.
 Participants will be responsible to purchase their own vehicle permits.

Terms of Use

Upon your arrival, you will be required to sign a Facility Use Agreement agreeing to Terms of Use: In general, those terms include:

- You will be responsible for damage to the facility, furnishings, and grounds at the facility rented.
- You will be required to clean the facility prior to your departure.
- You understand that all Department rules and regulations apply to both you and your guests.
- Food, transportation, and other activities contracted for the event, and any associated insurance coverage for those vendors, will be the responsibility of the renter.

Alcohol Requirements (If Provided):

- The sale (cash) or token sale (tickets) will be strictly prohibited.
- You will need to obtain and have, in effect on the date(s) of your event, general liability insurance coverage that meets specific conditions and policy coverage of at least \$250,000/person and \$1 million/occurrence. We will send you a copy of the Facility Use Agreement for your review and a cover letter that will include specific details as to how you and your agent must meet these requirements. You will need to provide proof that such coverage will be in effect on the event date (usually a declaration, sent to us by your insurance agent) at least (30) days prior to your event.

*Required

6) You will be taken to your shopping cart details where you can continue shopping and reserve multiple resources, or go to the invoice and accept payment.

Shopping Cart Cart (1)

You have 28:26 minutes left to complete your reservation order(s).

Please verify your order by reviewing the information below. Click Change to make corrections and when all the information is correct and you are ready to process your order, click "Invoice".

Reservation		
Name: Test O'Test	Park: Lewis and Clark Interpretive Center	
Telephone: 701-328-5357	Site: Event Center	
Address: 1600 E Century Ave, Bismarck ND 58503	Arrive: 06/01/2016 8:00 AM (Wed) Depart: 06/01/2016 9:59 PM (Wed)	
Change Delete	Days: 1	

You must vacate this site by 9:59 PM.

Site Cost: \$450.00
Sub Total: \$450.00

Total: \$450.00

- 7) You must get customers acknowledgement on the cancel and change fees of the reservation.

Acknowledge Cancel and Change Fees

You have 25:30 minutes left to complete your reservation order(s).

Cancellation and Change Fees apply immediately upon completion of this reservation.

Please review the Change and Cancel Fee information below and check the box to acknowledge acceptance. Click "Continue With Checkout" when you are ready to continue.

Reservation

Name: Test O'Test Park: Lewis and Clark Interpretive Center **Site:** Event Center
Arrive: 06/01/2016 8:00 AM (Wed) **Depart:** 06/01/2016 9:59 PM (Wed) **Days:** 1

Applicable Fees:

- \$0.00 - Change (add/subtract nights or change site number) before noon (CDT) 05/31/2016
- \$450.00 - Cancel reservation any time before noon (CDT) 05/31/2016

*I acknowledge that the customer is aware of the above Change and Cancellation policy for the reservation(s) and accepts these terms.

[Back](#)

[Continue With Invoice](#)

- 8) You will then be taken to a form of payment, we recommend Online Credit Card

Payment Information

You have 24:06 minutes left to complete your reservation order(s).

Payment Choice

Online Credit Card Cash/Check Manually Swipe Credit Card (Park Point of Sale)

Item	Cost	Override	Memo
Reservation for Site Event Center, 06/01/2016	\$450.00	450.00	
Total:	\$450.00	\$450.00	Recalculate Total

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[Continue](#)

9) Fill in customer billing information.

Note: the screenshot shows credit card information that will work in test.

Billing Information

You have **18:48** minutes left to complete your reservation order(s).

A total of **\$450.00** US Dollars will be charged to your card.
Please enter billing and credit card information.

Test O'Test
1600 E Century Ave
Bismarck, ND 58503

*Card Holder's Name: (as it appears on the card)

*Billing Address 1:

Billing Address 2:

*City, State, Zip: (55554444)

*Country:

*Daytime Telephone: (2223334444)

Email Address: Please complete if you wish to receive an email confirmation.

*Credit Card Type:

*Credit Card No: (1111222233334444)

*Expiration Date: / (mmyy)

*Card Verification No: [Is this Safe?](#)

The Card Verification Number (CVV) is the last 3 digits on the Signature Panel on the back of the card.

Please be patient while your credit card is being processed.

10) You will then see the payment confirmation page. Write down the reservation number to look up the facility use agreement

Payment Confirmation [Cart \(0\)](#)

- Your payment has been successfully processed. A total of \$450.00 US Dollars has been charged to your card.
- Order number: OXT73970. Save this number for reference.
- Credit card confirmation number: 3469001880051.
- An email confirmation has been sent to: kassel@nd.gov

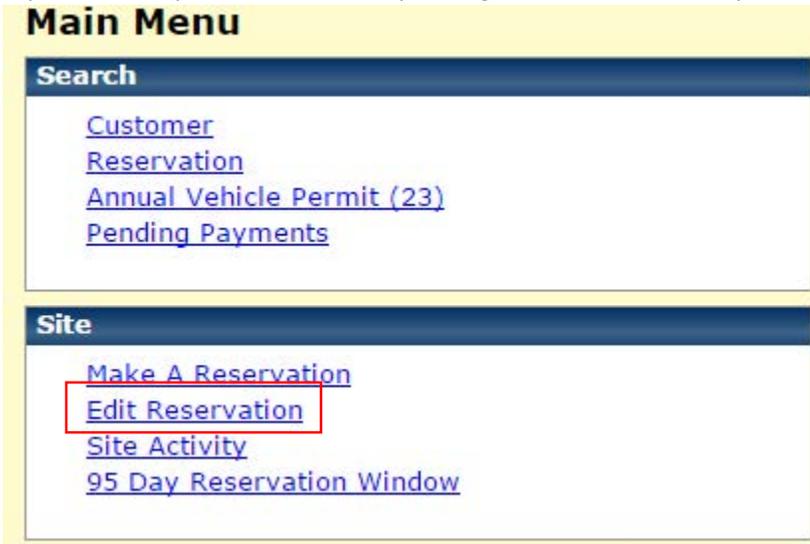
Name	Address	Item	Reservation No.	Cost
Test O'Test	1600 E Century Ave, Bismarck, ND 58503	Lewis and Clark Interpretive Center, Site Event Center, Arrival: 06/01/2016 8:00 AM (Wed), Depart: 06/01/2016 9:59 PM (Wed), Days: 1	OXT73970-001	\$450.00
Total				\$450.00

More North Dakota Services

- Would you like to [purchase a hunting or fishing license online?](#)
- [North Dakota Tourism](#)
- [nd.gov Online Services](#)

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11) If you need to print out the facility use agreement or make any changes go to Edit reservation



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Site

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- [Site Activity](#)
- [95 Day Reservation Window](#)

12) Search by the reservation number, or however else you need to find the reservation



Reservation Search

Search Criteria

Last Name:

First Name:

Zip Code:

Order No:

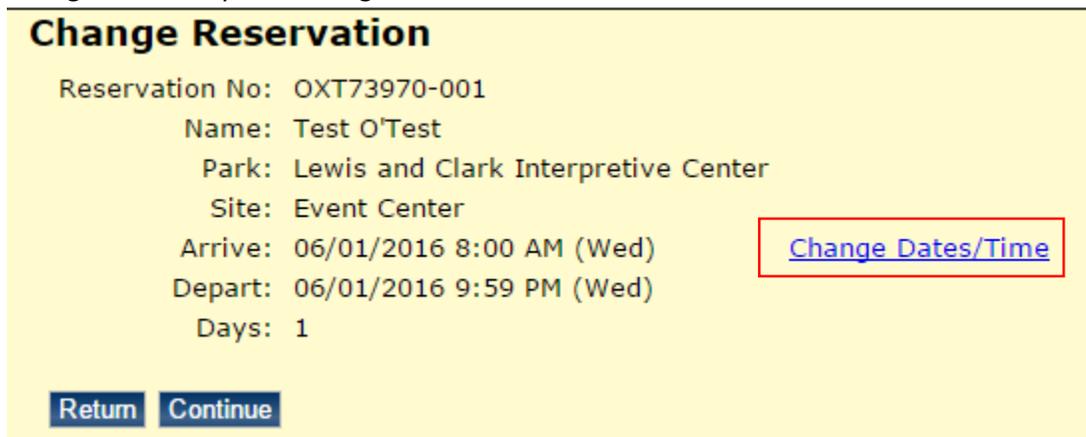
Reservation No:

Year:

Search Results

Name	Reservation No.	Created	Park	Site	Type	Arrive	Duration	Action
O'Test, Test	OXT73970-001	01/26/2016	Lewis and Clark Interpretive Center	Event Center	Meeting Hall	06/01/2016 8:00 AM (Wed)	1 Day	Change Cancel View Edit

Change will allow you to change the date and time of the event



Change Reservation

Reservation No: OXT73970-001

Name: Test O'Test

Park: Lewis and Clark Interpretive Center

Site: Event Center

Arrive: 06/01/2016 8:00 AM (Wed)

Depart: 06/01/2016 9:59 PM (Wed)

Days: 1

[Change Dates/Time](#)

Cancel will allow you to cancel the reservation, keep in mind the fees the customer may pay for canceling a reservation too late.

Cancel Reservation Confirmation

The following reservation is about to be cancelled:

Reservation No: OXT73970-001
 Name: Test O'Test
 Park: Lewis and Clark Interpretive Center

Site	Arrive	Depart	Nights	Paid	Due	Refund	Memo
Event Center	06/01/2016 8:00 AM (Wed)	06/01/2016 9:59 PM (Wed)	1	\$450.00		450.00	
				Non-refundable Reservation Fee:	\$0.00		
				Cancellation Fee:		450.00	
						Will be refunded to your credit card: \$0.00	Recalculate Total

Review the [cancellation policy](#) for more information.

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View will allow you to look at the details of the facility use agreement. Clicking generate agreement will take you to the filled in PDF of the event which the customer must sign.

Reservation Details

Order Number: [OXT73970](#)

Reservation Number: OXT73970-001 [Change](#) [Cancel](#)

Park: Lewis and Clark Interpretive Center
 Site: Event Center
 Arrive: 06/01/2016 8:00 AM (Wed)
 Depart: 06/01/2016 9:59 PM (Wed)
 Days: 1
 Payment Status: Paid
 Organization: Bad Brothers
 Name of Event: Flying Purple People Eating
 People Attending: 150
 Will Alcohol be Present: Yes
 Insurance Declaration Received: No
 Is event open to the public: No
 Contracted services: No
 Food: Yes
 Transportation: No
 Entertainment: No
 Alcohol: Yes
 Other: No
 Other Contracted services:
 Alcohol Provided by the user: No
 Insurance Declaration Received: No
 Host Liquor Liability Insurance received: No
 Vehicle Permit: Organization will purchase vehicle permits for event participants.
 Special Requests/Comments: bring Ketchup

Camper 1
[Test O'Test](#)
 1600 E Century Ave
 Bismarck, ND 58503
 701-328-5357
 kassel@nd.gov

Reservation History

Activity	Type	Site	Arrive	Depart	Days	Cost	Fee*	Daily Permit	CC Return	Check Return	Action
01/26/2016 8:44 AM	Purchased	Event Center	06/01/2016 8:00 AM (Wed)	06/01/2016 9:59 PM (Wed)	1	\$450.00	\$0.00	\$0.00			Details

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Facility Use Agreement

viewAgreement 1 / 2



FACILITY USE AGREEMENT
NORTH DAKOTA PARKS AND RECREATION DEPARTMENT
SFN 52052 (11-2014)

SECTION I: RESERVATION INFORMATION				Reservation Number OXT73970-001	
Organization Bad Brothers		Today's Date 1/26/2016			
Name of Event Flying Purple People Eating		Date of Event 6/1/2016			
Area Reserved Event Center	Number of People 150	Arrival Time 2016-06-01 08:00:00	Departure Time 2016-06-01 21:59:00		
Contact Person Test O'Test		Home Telephone Number (701) 328-5357	Work Telephone Number		
Address 1600 E Century Ave		City Bismarck	State ND	ZIP Code 58503	
Billing Address (if different from above)		City	State	ZIP Code	

[Return](#)

Hitting Edit will allow you to make changes to the PDF document. Or to change when you have received their insurance document.

Site Information

Park: Lewis and Clark Interpretive Center
 Site: Event Center
 Arrive: 06/01/2016 8:00 AM (Wed)
 Depart: 06/01/2016 9:59 PM (Wed)
 Days: 1

Customer

Organization:

*Name: First MI Last Suffix

*Address 1:
 Address 2:

*City, State, Zip: ()

*Country:

*Daytime Telephone: ()
 Other Telephone: ()
 Other Telephone: ()
 Email Address:
 Handicap Permit No:

Event

*Name of Event:

*Number of People Attending:

*Will Alcohol be Present: Yes No

*Insurance Declaration Received: Yes No

*Will there be a contracted services: Yes No

*If Yes, please check all that apply: Food Transportation Entertainment Alcohol Other

If Other, please specify

*Is Alcohol Provided by the user? Yes No

*If yes, was Host Liquor Liability Insurance received: Yes No

*Is event open to the public? Yes No

Special Requests/Comments:

Vehicle Permit

In addition to facility rental fees, all vehicles are required to display a valid vehicle permit.

The Organization will purchase vehicle permits for event participants.

13) Administrative information on the facility use agreement can be found in the miscellaneous menu

