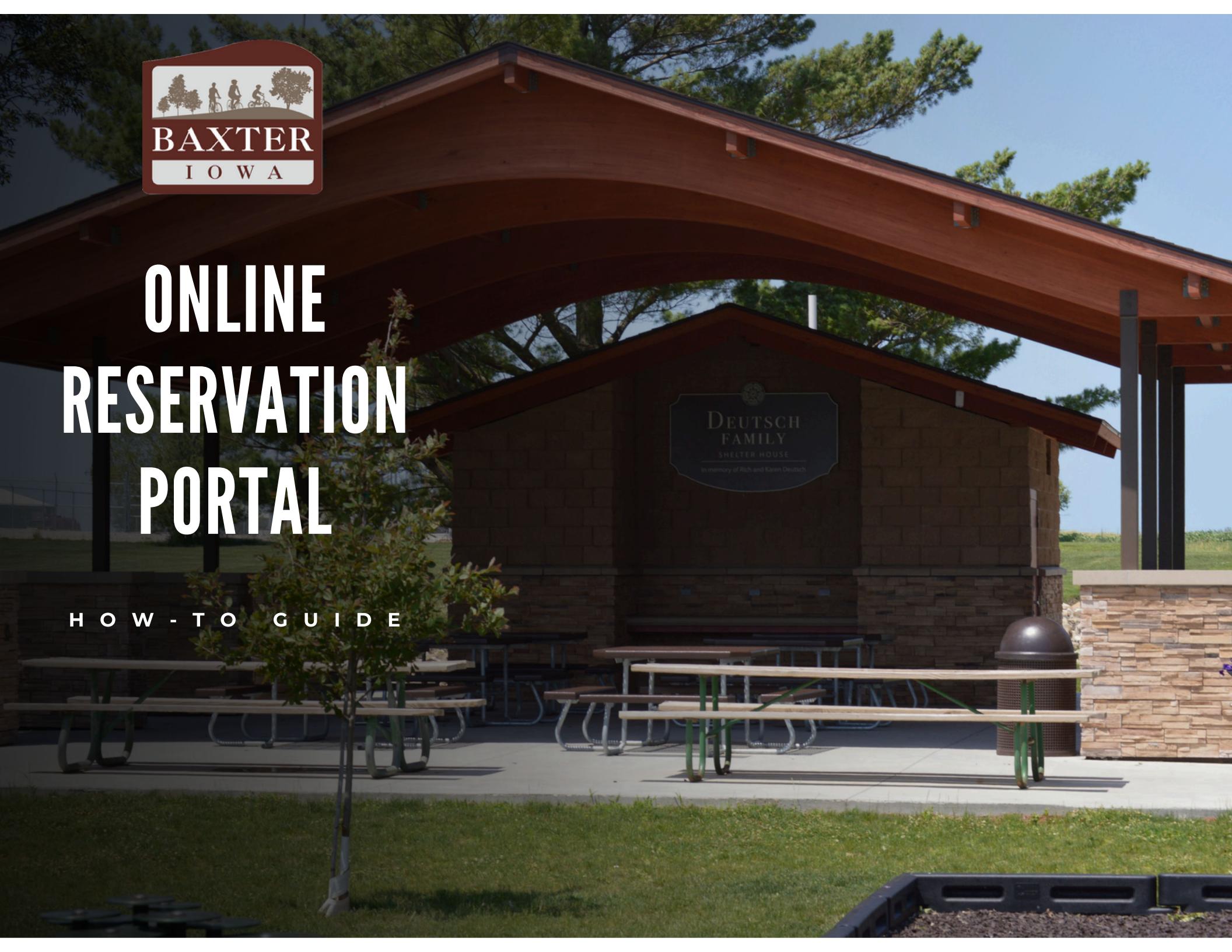




# ONLINE RESERVATION PORTAL

H O W - T O G U I D E

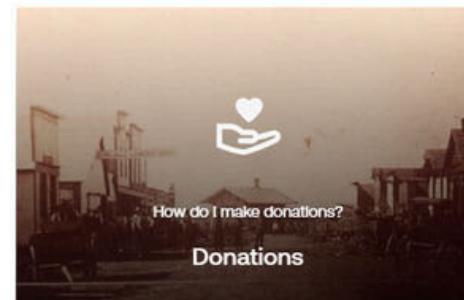
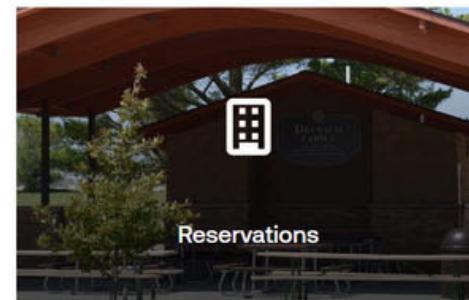




## Welcome to Baxter's Online Reservation Portal!

Use this system to reserve the Community Center, Shelter House, or Primitive Campground. If you have any questions, please contact City Hall at 641-227-3120.

Sign In/Up



**YOU WILL NEED TO SIGN IN/UP TO  
ENSURE WE HAVE YOUR CONTACT  
INFORMATION ON FILE.**

# Sign in

Email address

Password

[Forgot your password ?](#)

**Sign In**

Don't have an account? [Join](#)



**SELECT “JOIN” NEXT TO “DON’T HAVE AN  
ACCOUNT?**



Welcome to Baxter's Online Reservation Portal!

Use this system to reserve the Community Center, Shelter House, or Primitive Campground. If you have any questions, please contact City Hall at 641-227-3120.

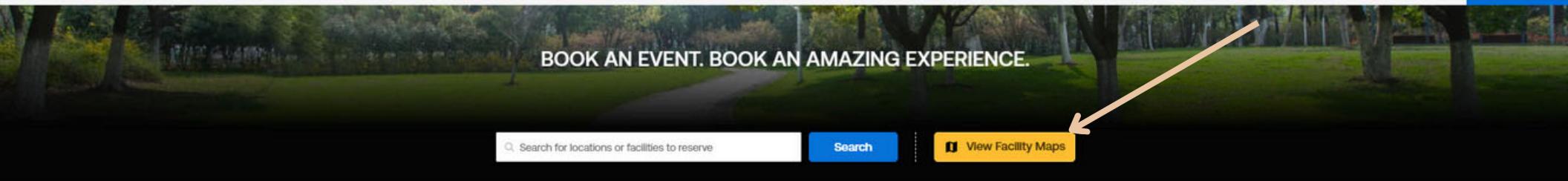
[Sign In/Up](#)

Reservations

How do I make donations?

Donations

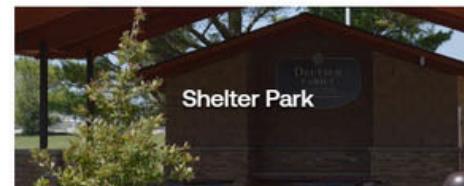
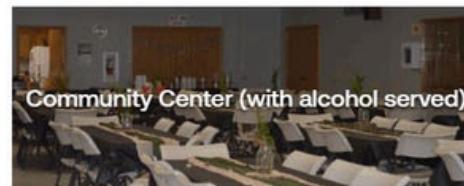
ONCE YOU'RE SIGNED IN, YOU'LL SEE TWO TABS:  
*DONATIONS AND RESERVATIONS.* DONATIONS SUPPORT  
BAXTER'S PARK & REC FACILITIES. RESERVATIONS LET  
YOU BOOK AVAILABLE CITY FACILITIES.



BOOK AN EVENT. BOOK AN AMAZING EXPERIENCE.

 Search for locations or facilities to reserve[Search](#)[View Facility Maps](#)

#### Popular Events



AFTER CLICKING *RESERVATIONS*, SELECT THE FACILITY YOU'D LIKE TO BOOK.

LET'S START WITH THE CAMPGROUND, WHERE YOU CAN VIEW A MAP BY CLICKING *VIEW FACILITY MAPS*.



Home &gt; Reservations &gt; View facility maps



## View facility maps

Location ▾

We found 1 location(s) in which you can make reservations on a map

Sort by: Distance ▾

### Gelse Park

📍 208 E Station St. • 3 Facilities

📍 Campsites



AFTER CLICKING *VIEW FACILITY MAPS*, SELECT CAMPSPACES.



Home Reservations Donations

Home > Reservations > View facility maps > Location map

## Geise Park Campsites

When?

- ▲ Campsite Available
- Campsite Partial available
- △ Campsite Unavailable



#1

#2

Select check in/out date

< Jul 2025 >

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

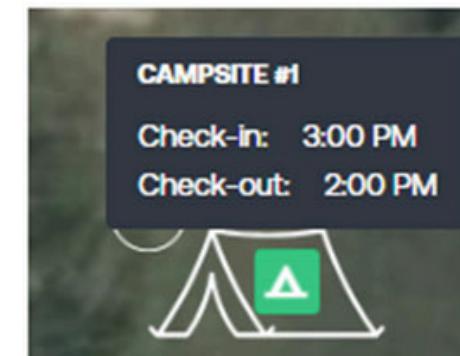
## Geise Park Campsites

Jul 18, 2025 to Jul 19, 2025

- ▲ Campsite Available
- Campsite Partial available
- △ Campsite Unavailable

CAMPsite #1  
Check-in: 3:00 PM  
Check-out: 2:00 PM

#3



**SELECT THE *WHEN* DROPODOWN TO VIEW EACH CAMPSITES AVAILABILITY.**



Home &gt; Reservations &gt; Search results &gt; Resource detail



## Campsite #1

### Campsite

No Limitations

Geise Park  
208 E Station St  
Baxter, IA, 50028

(641) 227-3120

--

### Reservation Rules

- ① Current facility reserve by overnight.
- ② Minimum reservation time: 1 night
- ③ Maximum reservation time: 3 nights
- ④ Residents can make reservations at least 7 day(s) in advance but not more than 180 day(s) in advance.
- ⑤ Non-residents can make reservations at least 7 day(s) in advance but not more than 180 day(s) in advance.
- ⑥ This facility has a fixed check-in time of 3:00 PM and a fixed check-out time of 2:00 PM.
- ⑦ Require staff approval

### Facility openings calendar

Today < Jun 2025 >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Who are you reserving for?

City Baxter

Number of attendees

1

No Limitations

Date

Jul 18, 2025 3:00 PM to Jul 19, 2025 2:00 PM Available

+ Add new date and time

**Proceed**

The facility must be reserved by overnight, the system has adjusted your date and time according to facility settings.

# CONFIRM DATES.

# READ THE RESERVATION RULES.

# ESTIMATE ATTENDEES.

# PROCEED.



Home Reservations Donations

My Cart

Home &gt; Reservations &gt; Search results &gt; Resource detail &gt; Reservation form

⚠ Please review the information carefully before clicking the Add to cart button.

RESERVING FOR?  
EVENT NAME?  
  
EVENT TYPE?  
(NEXT PAGE)

## Reservation form

\* Required fields

### Event details

Who are you reserving for? \*

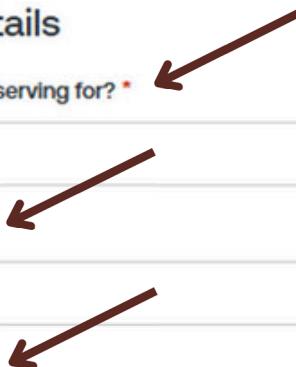
City Baxter

Event name \*

Baxter

Event type \* ⓘ

Campground



### Booking information

Campsite #1



Fri Jul 18, 2025 3:00 PM - Jul 19, 2025 2:00 PM

### Custom questions

### Baxter

Campsite #1 1 booking  
\$25.00

### Fee summary

Subtotal	\$25.00
Tax	\$0.00
Total	<b>\$25.00</b>

## BOOKING INFORMATION

- REMOVE all resources

Campsite #1



Fri Jul 18, 2025 3:00 PM - Jul 19, 2025 2:00 PM

1 + ×

+ Add a booking

### Custom questions

\* I understand that I cannot check-in until 3pm or later and that I must be checked out by 2pm.

Yes



Add to cart

Add another resource

### Waiver and information

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

\* I have read and agree to [Campground Waiver](#) ([Attachment](#)).



Please enter your Initials below

CB



**ANSWER THE REQUIRED QUESTIONS, REVIEW THE WAIVER, AND ADD YOUR INITIALS. THEN, CLICK ADD TO CART. PROCEED TO CHECKING OUT.**



# RESERVING THE COMMUNITY CENTER/GIESE PARK SHELTER HOUSE



BOOK AN EVENT. BOOK AN AMAZING EXPERIENCE.

 Search for locations or facilities to reserve Search View Facility Maps

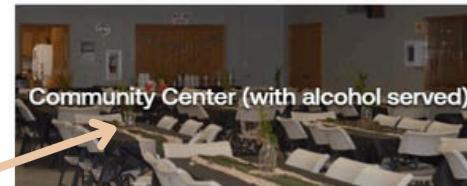
## Popular Events



Campground



Community Center (no alcohol served)



Community Center (with alcohol served)



Shelter Park



BACK TO THE *RESERVATIONS* SECTION, SELECT EITHER THE SHELTER PARK, COMMUNITY CENTER WITH OR WITHOUT ALCOHOL.



## Resource Search

 Search for locations or facilities to reserve**Search**[Date and time ▾](#)[Attendee ▾](#)[Facility type ▾](#)[1 Event type ▾](#) [Reset all](#)

Found 1 matching result(s)

Sort by: [Distance ▾](#)**Facility****Baxter Community Center**

Community Center

City Hall 250 Reserve by rental block

# CONFIRM THE FACILITY.



Home &gt; Reservations &gt; Search results &gt; Resource detail



## Baxter Community Center

### Community Center

Maximum: 250 attendees

City Hall  
203 S Main St  
Baxter, IA, 50028

(641) 227-3120

--

### Reservation Rules

- ① Current facility reserve by rental block.
- ② Residents can make reservations at least 7 day(s) in advance but not more than 180 day(s) in advance.
- ③ Non-residents can make reservations at least 7 day(s) in advance but not more than 180 day(s) in advance.
- ④ Require staff approval

Who are you reserving for?

City Baxter

Number of attendees

1

Maximum: 250 attendees

Date

Jul 4-5, 2025, All day event Available

+ Add new date and time

Proceed

### Facility openings calendar

Today < Jun 2025 >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

**CONFIRM DATES.**

**READ THE RESERVATION RULES.**

**ESTIMATE ATTENDEES.**

**PROCEED.**



Please review the information carefully before clicking the Add to cart button.

RESERVING FOR?  
EVENT NAME?  
EVENT TYPE?  
(NEXT PAGE)

## Reservation form

\* Required fields

### Event details

Who are you reserving for? \*

City Baxter



Event name \*

Baxter



Event type \* ⓘ

Please select an event type



Community Center (no alcohol served)

Community Center (with alcohol served)

Community Center (no alcohol served)

Baxter Community Center



Sat

Jul 5, 2025 12:00 AM - 11:59 PM

1

+ Add a booking

### Baxter

Baxter Community Center 1 booking  
\$0.00

### Fee summary

Subtotal	\$0.00
Tax	\$0.00
Total	<b>\$0.00</b>

**Add to cart**

**Add another resource**

## Custom questions

Add another resource

\* Do you plan on serving alcohol at your event?

No



\* Setup facility the day prior? (if available, only allowed 6 p.m. – 10 p.m., additional fee of \$25).  
Staff will confirm if available.

Yes



## Waiver and information

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

\* I have read and agree to [Community Center Waiver](#) ( Attachment).

Please enter your Initials below

CB



**ANSWER THE REQUIRED QUESTIONS, REVIEW THE WAIVER, AND ADD YOUR INITIALS. THEN, CLICK ADD TO CART. PROCEED TO CHECKING OUT.**

## Rental Rates for Community Room Are Based on One Day Rental

<input type="checkbox"/>	Full-Day Rental Fee with Alcohol Served	\$350.00	Deposit	\$500.00
<input type="checkbox"/>	Full-Day Rental Fee with No Alcohol Served	\$150.00	Deposit	\$150.00
<input type="checkbox"/>	2-Hr Commercial Rental Fee	\$75.00	Deposit	\$100.00
<input type="checkbox"/>	Full-Day Commercial Rental Fee	\$200.00	Deposit	\$300.00
<input type="checkbox"/>	Setup Facility day prior (if available, only allowed 6 p.m. – 10 p.m.)		\$25.00	
<b>RENTAL FEE TOTAL</b>		\$		

**PLEASE NOTE: WHEN RENTING THE COMMUNITY CENTER, WHETHER FOR EVENTS WITH OR WITHOUT ALCOHOL, YOU WILL BE REQUIRED TO PAY A RENTAL FEE PLUS A SECURITY DEPOSIT.**

**YOU WILL BE REFUNDED THE DEPOSIT FOLLOWING THE CITY'S INSPECTION OF DAMAGE.**

**ONCE YOU ADD THE CENTER'S RESERVATION TO YOUR CART, YOU CAN CLICK TO VIEW THE RENTAL FEE + SAFETY DEPOSIT DETAILS.**

The screenshot shows a reservation confirmation for 'Test' at 'Baxter Community Center' on Sep 19, 2025, from 12:00 AM to 11:59 PM, for 1 attendee. The total amount is \$300.00. The breakdown includes a 'Resource level fee' of \$300.00 and a table for 'DESCRIPTION', 'QTY', 'UNIT FEE', and 'AMOUNT'. The table shows two items: 'Damage Deposit' at 1.00 quantity and '\$150.00' unit fee, totaling \$150.00; and 'Rental Fee - Daily' at 1.00 quantity and '\$150.00' unit fee, totaling \$150.00. Below the table, the subtotal is \$300.00 and the due now amount is \$300.00. The reservation request section indicates 1 resource and 1 booking.

DESCRIPTION	QTY	UNIT FEE	AMOUNT
Damage Deposit	1.00	\$150.00	\$150.00
Rental Fee - Daily	1.00	\$150.00	\$150.00



**RUN INTO ISSUES? QUESTIONS? CALL US!**

**641-227-3120**

**9 AM TO 4PM M-TH; 9 AM TO 12 PM F**

