

HOW TO RESERVE THE FLORENCE NATURE PARK GAZEBO:

1. Click on RECREATION
2. Click on the Nature Park & Shelter Reservation
3. Click on Nature Park Gazebo Calendar.
4. Click on to the month and date preferred.

If the date indicates "Pending or Reserved" Gazebo is **NOT** available to reserve.

If the date is clear (no wording) the facility is available to reserve.

5. Click on available date and complete online reservation form. (This step immediately reserves your date pending Florence Parks Reservation Form receipt within 3 business days)
6. Go to FORMS & DOCS download the Florence Parks Reservation Form and complete the form with your preferred date indicated.
7. Send completed form **without payment** to:
 - Via fax to (859)647-5438
 - Bring it to the Florence Government Center at 8100 Ewing Boulevard Monday – Friday between the hours of 8:30 am – 5:00 pm.
 - Via mail

NO FEE IS REQUIRED FOR THE GAZEBO RESERVATION. A reserved sign in your name will be placed at the gazebo.