

1. Navigate to the Salisbury RecDesk subsite as seen below.



RecDesk Online Park Pavilion Reservations

Salisbury Township is pleased to announce that moving forward all Township-Owned Park Pavilions can now be reserved online using RecDesk, our new Facility Management software!

Please click the link below to register for RecDesk and process you pavilion reservations online! **(Credit or Debit Card Only)**

[Facilities \(recdesk.com\)](https://recdesk.com)



2. If you have not yet registered for RecDesk with Salisbury Township, click on "Log In" as seen below and then "Create New Account". If you already have a Salisbury Township RecDesk Account, sign into your account and proceed to Step 6.



Salisbury Township
— LEHIGH COUNTY, PA —

Home Pavilion Rentals Food Truck Inspections Calendar Help

Log In



Facilities

Enter Facility Name

Facility Type All
 Food Truck Inspecti... 1
 General 6

Facilities		
Devonshire Park Pavilion 1822 Bevin Drive, Allentown, PA	General	Reserve
Food Truck Inspections 3000 South Pike Avenue, Allentown, PA	Food Truck Inspections	Reserve
Franko Park Pavilion #1 (near pond & gazebo) 1301 Black River Road, Allentown, PA	General	Reserve
Franko Park Pavilion #2 (near parking lot) 1301 Black River Road, Allentown, PA	General	Reserve
Green Acres Park Pavilion		



Sign In to your Community Account

SIGN IN

- OR -

Create New Account



Forgot password?

Log In as Instructor/Coach/Volunteer

Node: RD-PROC-N16-2

- 3. Fill out the required fields as seen below and then click "Continue"



Online Account Approval Required

Please proceed with this profile set-up. This profile will need to be approved prior to allowing Online Registration and/or Reservations. You will be notified via email once that is complete.

Create Account

Name *

First Name MI Last Name

Primary Phone *

Primary Email Address *


example@example.com

Continue >



Already have an account? Log In

4. Fill in the remaining required information and then create a username and password. Username can be your email address but does not have to be. Click "Submit" to proceed.



Salisbury Township
LEHIGH COUNTY, PA

Home Pavilion Rentals Food Truck Inspections Calendar Help Log In

Create Account

Online Account Approval Required

Please proceed with this profile set up. This profile will need to be approved prior to allowing Online Registration and/or Reservations. You will be notified via email once that is complete.

General information

Name *

Head of Household (** This Member is included on email notifications to other Family Members)

Date of Birth *

Gender *

Address

Address Line One *

Address Line Two

City *

State/Province *

Opt-in Text Alerts

Carrier

Emergency Contact

Name #1

Mobile Phone

Name #2

Mobile Phone

Member Note (General Notes, Disabilities, Food Allergies, etc)

note

Login ID & Password

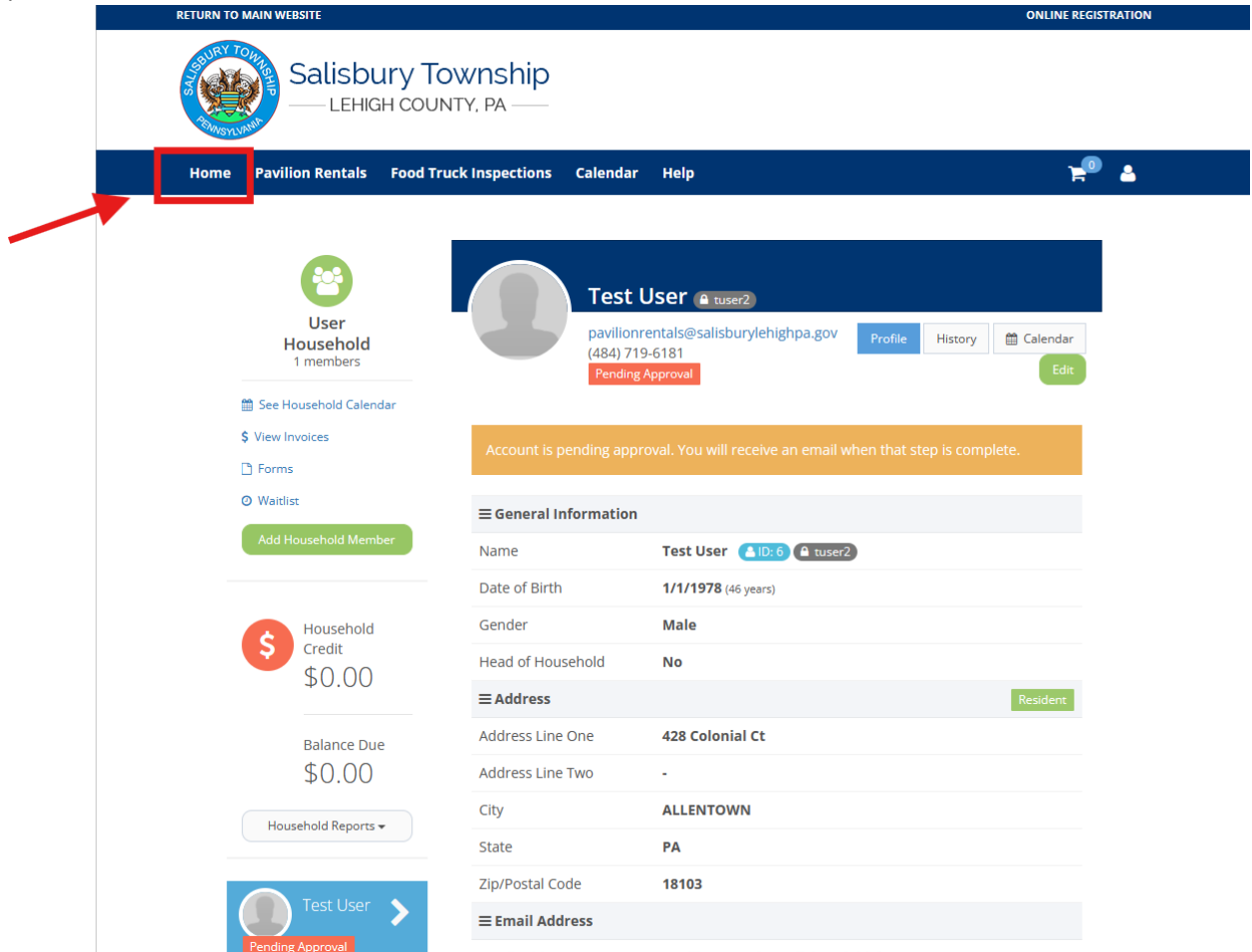
User Name *

Password *

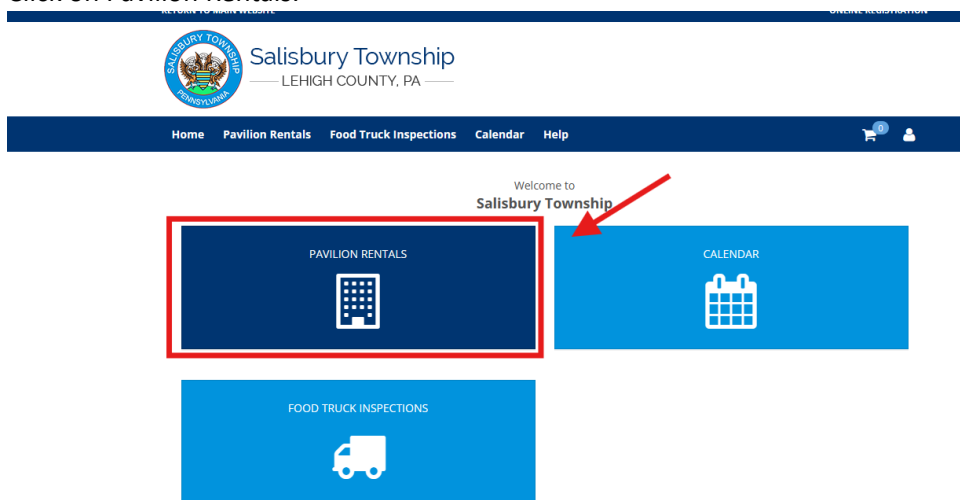
Repeat Password *

Password strength: Strong

5. After completing your account registration you will need to wait for a confirmation email that your registration has been approved. This will come to the email address you provided when you registered. Once you receive this email, click “Home” at the top left of the page to proceed back to the “Pavilion Rentals” Hub.




6. Click on Pavilion Rentals.



- Find the pavilion location you would like to reserve and click “Reserve” as seen below.

RETURN TO MAIN WEBSITE ONLINE REGISTRATION



Salisbury Township

LEHIGH COUNTY, PA

Home Pavilion Rentals Food Truck Inspections Calendar Help
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👤

Facilities

🔍

Facility Type ▾

All

Food Truck Inspecti... 1

General 6

Facilities		
Devonshire Park Pavilion 1822 Bevin Drive, Allentown. PA	General	Reserve
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Franko Park Pavilion #1 (near pond & gazebo) 1301 Black River Road, Allentown. PA	General	Reserve
Franko Park Pavilion #2 (near parking lot) 1301 Black River Road, Allentown. PA	General	Reserve
Green Acres Park Pavilion 2702 Green Acres Drive, Allentown. PA	General	Reserve
Laubach Park Pavilion 1630 Lehigh Ave, Allentown. PA	General	Reserve
Lindberg Park Pavilion 2800 Lindberg Avenue, Allentown. PA	General	Reserve

Displaying 1 - 7 of 7
25 per page

- Select the date you would like to reserve from the Calander and click “Reserve” to proceed. If a date does not have a green “Reserve” button on it, this date has already been booked and is not available.

Facilities


+ Reserve Facility

Devonshire Park Pavilion

<
>
Today
May 2024

Month
Week
Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	Reserve	Reserve	11
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
26	27	Reserve	Reserve	Reserve	Reserve	Reserve
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve



9. On the next screen enter the required fields and then click on the downward facing arrow next to the Pavilion Rental Times listed and select the plus sign next to your fee. This fee amount is based on your residency. **Please note that all Non-Profits will be marked as "Residents"**. Once you have selected your fee, click "Add to Cart" to proceed.

Facilities

← Reserve Facility

Devonshire Park Pavilion

📅 May 9th 2024

Member *

Description of Use *

Group Size *


Pavilion Rentals

7:00 AM - 8:00 PM	⌵
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member

Description of Use *

Group Size *

Pavilion Rentals	
7:00 AM - 8:00 PM ▼	
Resident Full Day Rental * Residents only	\$25.00 + \$50.00 deposit 
Non-Resident Full Day Rental * Non-Residents only	\$100.00 + \$100.00 deposit
Non-Profit No Fee * Residents only	\$0.00 + \$50.00 deposit
Non-Profit No Fee * Non-Residents only	\$0.00 + \$100.00 deposit

Group Size *

Pavilion Rentals	
7:00 AM - 8:00 PM	
Resident Full Day Rental * Residents only	\$25.00 + \$50.00 deposit 
Non-Resident Full Day Rental * Non-Residents only	\$100.00 + \$100.00 deposit
Non-Profit No Fee * Residents only	\$0.00 + \$50.00 deposit
Non-Profit No Fee * Non-Residents only	\$0.00 + \$100.00 deposit

10. Confirm the details of your pavilion rental and then click “Go to Checkout” at the bottom of the page.

Shopping Cart

Shopping Cart

Item	Quantity	Unit Price
1. Devonshire Park Pavilion Remove	1	\$75.00

Reservation [Test User](#)

Date: 5/9/2024 7:00 AM - 8:00 PM


Description: Test

Group Size: 15

Total: \$75.00

Please Note: you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

[Add New Registration](#) [Go To Checkout](#)




11. Read and accept the Waiver by clicking “I Accept Waiver”.

Waiver

Waiver

By checking this box I acknowledge that I must complete the following application and waiver (if applicable) in order to reserve a Salisbury Township owned pavilion.

[I Accept Waiver](#) [I Decline Waiver](#)




12. Click “Complete Form” next to each form on the “Required Forms” page and fill in the information requested.





****PLEASE NOTE**** The “Park Pavilion Reservation Permit Application” is required to be completed for ALL reservations.

The “Release and Waiver of Liability Form is only required to be filled in if you will be having a Food Truck, Children’s Play House, or a Caterer onsite at your event. If you will not have any of these things present at your event, simply click on “Complete Form” next to “Release and Waiver of Liability” and then scroll to the bottom and click “Submit Form” No additional information is required.

Required Forms

 Required Forms

Fill out the following forms to complete the checkout process

 Release and Waiver of Liability Reservation - Devonshire Park Pavilion - 5/10/2024 7:00 AM (Test User)	
 Park Pavilion Reservation Permit Application Reservation - Devonshire Park Pavilion - 5/10/2024 7:00 AM (Test User)	

You have not completed all the required forms
You need to complete all the required forms to finish the checkout process.

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[I Have Completed All Forms »](#)

13. Once both forms show highlighted as green (as seen below), click on “I Have Completed All Forms” to proceed.

Required Forms

Required Forms

Fill out the following forms to complete the checkout process

 Park Pavilion Reservation Permit Application Reservation - Devonshire Park Pavilion - 5/9/2024 7:00 AM (Test User)	 View/Edit Form
 Release and Waiver of Liability Reservation - Devonshire Park Pavilion - 5/9/2024 7:00 AM (Test User)	 View/Edit Form

You have completed all the required forms
You can now proceed to checkout.

[I Have Completed All Forms »](#)

14. Fill out your payment details in order to process your payment for the rental. **Please note, as of 2025 we are no longer requiring a security deposit.** When you have completed all the required fields, click “Submit” at the bottom of the page.

Checkout

Checkout

Total Amount Due	\$75.00
Item Total	75.00
Sales Tax	0.00
Convenience Fee	0.00

Card Info

Name on Card	<input type="text" value="Test"/>	<input type="text" value="User"/>
Card Type	<input type="text" value="- Select Card -"/>	
Card Number	<input type="text"/>	
Expiration	<input type="text" value="01"/>	<input type="text" value="2024"/>
CVV Code	<input type="text"/>	

Cardholder Address

15. Your Reservation Confirmation and Receipt will be emailed to you at the email address you provided when registering for RecDesk. Please print your Reservation Confirmation and have it with you throughout your rental time as proof of your reservation.