

# PerfectMind: How to Reserve a Facility



PerfectMind is an online portal hub that is connected to our main website ([bothellwa.gov](https://bothellwa.gov)) but hosts facility rental services separately. Creating an account will allow you to book facility rentals and easily pay for charges with a credit card. Below are quick and easy steps to reserve a facility.

**Step 1:** Go to the login page (<https://cityofbothell.perfectmind.com/>), fill out your login information, and select "Login".

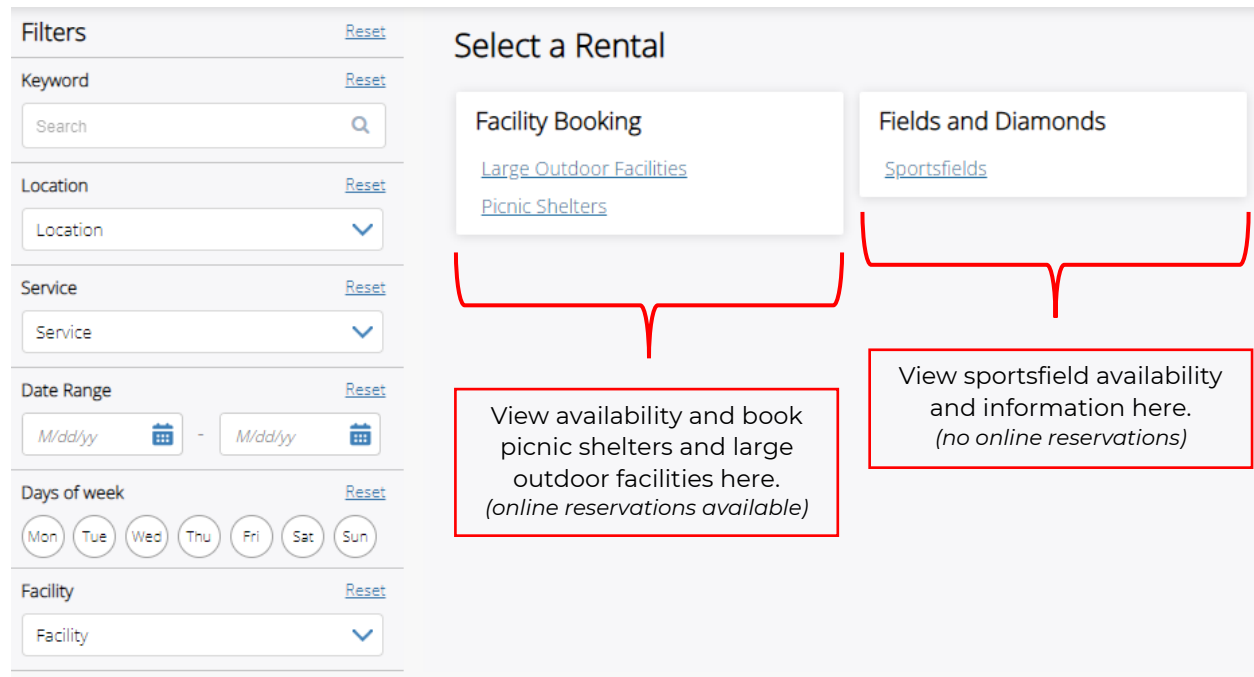
A screenshot of the PerfectMind login page. At the top center is the City of Bothell logo. Below it is the text "Don't have a login? [Signup](#)". The main content is a white box with a red border containing the text "Login to your account" in red. Below this are two input fields: "Email" with an email icon and "Password". A link for "Forgot password?" is located below the password field. At the bottom of the box is a large blue "Login" button, which is pointed to by a red arrow.

**Step 2:** Once you have logged in, you can book a facility by clicking the "Reserve Facility" button at the top of the screen.

A screenshot of the user dashboard. At the top right, there are two buttons: "My Profile" with a dropdown arrow and "Reserve Facility" with a calendar icon. A red arrow points to the "Reserve Facility" button. Below these buttons is a section titled "Family Member Detail" with a row of buttons: "Edit" (highlighted in purple), "Manage Login", "Add Family Member", "Waiver", "Invoices", and "Buy Membership". Below the buttons is a placeholder for a user profile picture.

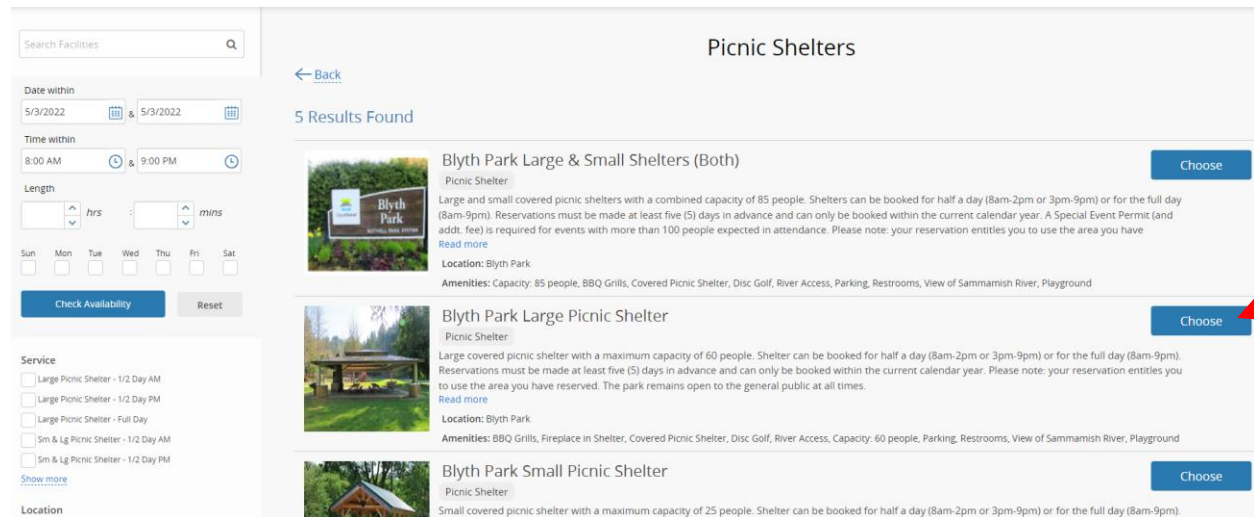
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**Step 3:** Select the type of facility you would like to book on the right-hand side of the screen.



The screenshot shows the 'Select a Rental' page. On the left is a 'Filters' sidebar with sections for Keyword, Location, Service, Date Range, Days of week, and Facility. The main content area is titled 'Select a Rental' and contains two primary categories: 'Facility Booking' (with sub-links for 'Large Outdoor Facilities' and 'Picnic Shelters') and 'Fields and Diamonds' (with a sub-link for 'Sportsfields'). Red brackets and boxes highlight these categories. A box under 'Facility Booking' says: 'View availability and book picnic shelters and large outdoor facilities here. (online reservations available)'. A box under 'Fields and Diamonds' says: 'View sportsfield availability and information here. (no online reservations)'.

**Step 4:** Select the “Choose” button to view more information about each facility, or to begin the booking process for that facility.



The screenshot shows the 'Picnic Shelters' results page. On the left is a sidebar with search filters for Date within, Time within, Length, and Service. The main content area is titled 'Picnic Shelters' and shows '5 Results Found'. Three results are visible, each with a photo, title, description, location, amenities, and a 'Choose' button. A red arrow points to the 'Choose' button for the 'Blyth Park Large Picnic Shelter'.

- Blyth Park Large & Small Shelters (Both)**  
Picnic Shelter  
Large and small covered picnic shelters with a combined capacity of 85 people. Shelters can be booked for half a day (8am-2pm or 3pm-9pm) or for the full day (8am-9pm). Reservations must be made at least five (5) days in advance and can only be booked within the current calendar year. A Special Event Permit (and addt. fee) is required for events with more than 100 people expected in attendance. Please note: your reservation entitles you to use the area you have reserved.  
Location: Blyth Park  
Amenities: Capacity: 85 people, BBQ Grills, Covered Picnic Shelter, Disc Golf, River Access, Parking, Restrooms, View of Sammamish River, Playground
- Blyth Park Large Picnic Shelter**  
Picnic Shelter  
Large covered picnic shelter with a maximum capacity of 60 people. Shelter can be booked for half a day (8am-2pm or 3pm-9pm) or for the full day (8am-9pm). Reservations must be made at least five (5) days in advance and can only be booked within the current calendar year. Please note: your reservation entitles you to use the area you have reserved. The park remains open to the general public at all times.  
Location: Blyth Park  
Amenities: BBQ Grills, Fireplace in Shelter, Covered Picnic Shelter, Disc Golf, River Access, Capacity: 60 people, Parking, Restrooms, View of Sammamish River, Playground
- Blyth Park Small Picnic Shelter**  
Picnic Shelter  
Small covered picnic shelter with a maximum capacity of 25 people. Shelter can be booked for half a day (8am-2pm or 3pm-9pm) or for the full day (8am-9pm).

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**Step 5:** Information about the chosen facility can be viewed at the top and right-hand side of the screen. To book the chosen facility, follow these steps:

## 1. Activity and Duration

- a. Choose from these available time slots:
  - i. ½ Day AM (8:00am-2:00pm)
  - ii. ½ Day PM (3:00pm-9:00pm)
  - iii. Full Day (8:00am-9:00pm)

## 2. Number of People to Attend

- a. Type in the number of people that you expect to be at your event or reservation. Please note that each facility has a maximum capacity, which can be found on the right-hand side of the screen.

## 3. Select an Available Time to Reserve

- a. Use the calendar feature to view availability and click the word “Reserve” (highlighted in blue) to select that time slot.
  - i. If you selected “1/2 Day AM” under “Activity and Duration”, you will only see the word “Reserve” at 8:00am as that is the start time for that time slot. If you selected “1/2 Day PM”, you will see the word “Reserve” at 3:00pm. If you selected “Full Day”, you will see the word “Reserve” at 8:00am.
  - ii. We require 5 days’ notice for Picnic Shelter reservations, and 30 days’ notice for Amphitheater reservations. These facilities are not reservable on dates that say “\_\_ days’ notice required”.
- b. Once you’ve selected the start time for your reservation, scroll to the bottom of the screen to review details and select the blue “Reserve” button.

**Blyth Park Large Picnic Shelter**

Large covered picnic shelter with a maximum capacity of 60 people. Shelter can be booked for half a day (8am-2pm or 3pm-9pm) or for the full day (8am-9pm). Reservations must be made at least five (5) days in advance and can only be booked within the current calendar year. Please note: your reservation entitles you to use the area you have reserved. The park remains open to the general public at all times.

**1 Activity and duration**  
Large Picnic Shelter - 1/2 Day ...  
6 h

**2 Number of people to attend**

**3 Select an available time to reserve**  
Jump To Date

	Tue May 3	Wed May 4	Thu May 5	Fri May 6	Sat May 7	Sun May 8	Mon May 9
8:00 AM		5 Days Notice Required	5 Days Notice Required	5 Days Notice Required		5 Days Notice Required	Reserve
8:30 AM							

**Facility Hours**

Day	Hours
Sunday	08:00 AM - 09:00 PM
Monday	08:00 AM - 09:00 PM
Tuesday	08:00 AM - 09:00 PM
Wednesday	08:00 AM - 09:00 PM
Thursday	08:00 AM - 09:00 PM
Friday	08:00 AM - 09:00 PM
Saturday	08:00 AM - 09:00 PM

**Fees**

Category	Rate
NonResident - Lg Shelter - 1/2day - AM	\$150.00/6 h <sup>1/2 Tax</sup>
Resident - Lg Shelter - 1/2day - AM	\$100.00/6 h <sup>1/2 Tax</sup>

**Amenities**

- BBQ Grills
- Covered Picnic
- Capacity: 60 people
- Disc Golf

### **Step 5:** Complete the informational fields as requested.

1. Step 1 will ask you to confirm that you are the person booking the facility and in charge of the reservation.
2. Step 2 will ask for additional details about your rental to help our maintenance team prepare for your reservation.
3. Step 3 will ask you to select a fee to pay. If you are a Bothell resident, select the “Resident” fee. If you are not a Bothell resident, select “Non-Resident”. Not everyone with a Bothell mailing address actually resides within the city limits. To verify whether or not your home lies within the boundary, use our [“Am I a Bothell Resident?”](#) guide.
4. Step 4 will ask you to confirm all details of your reservation. If you would like to add another reservation before checking out, click the green “Add Another Reservation” button next to the blue “Checkout” button.
5. Step 5 will ask you to fill in your credit card information. Once all information is filled out, select “Place My Order”. You will have the opportunity to print your receipt after checkout.
6. To view your upcoming reservations, go to “My Profile”, then scroll down to “Transaction” to view more details.