

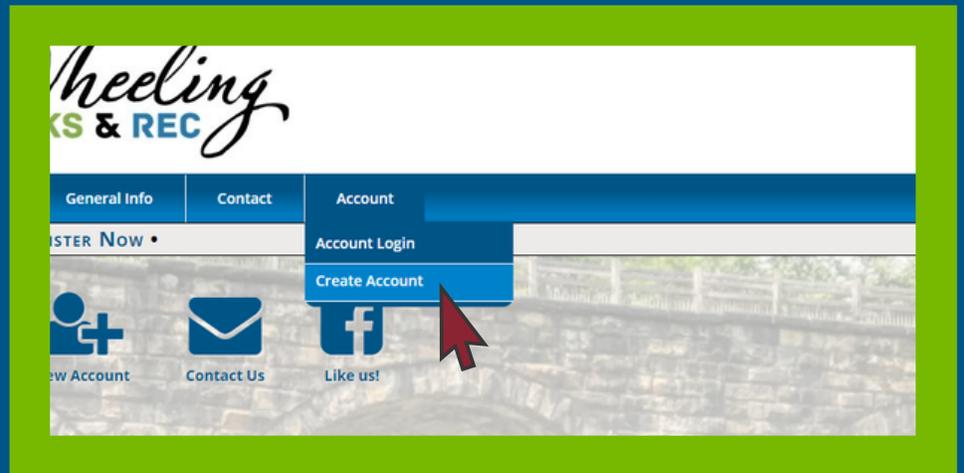
# HOW TO REQUEST A FACILITY

FOR FIELD/FACILITY USE; RENTALS  
OF POOLS, SHELTERS, ETC.

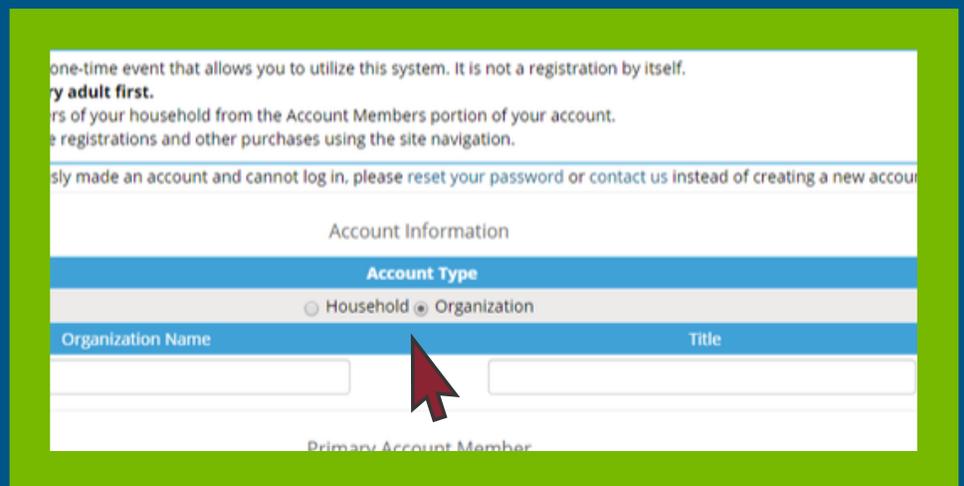
GO TO [WWW.WHEELINGREC.COM](http://WWW.WHEELINGREC.COM)



**STEP 1:  
CLICK  
"CREATE ACCOUNT"**



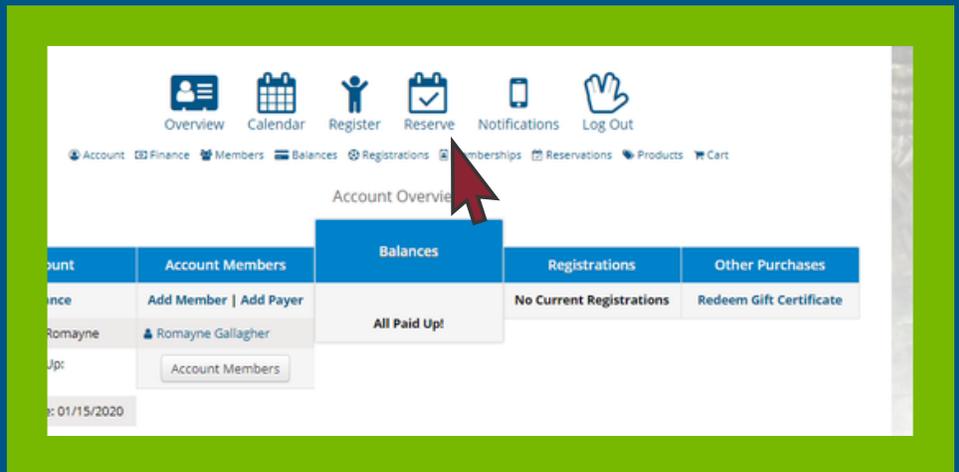
**STEP 2:  
CREATE AN ACCOUNT  
FOR YOUR HOUSEHOLD  
OR ORGANIZATION**



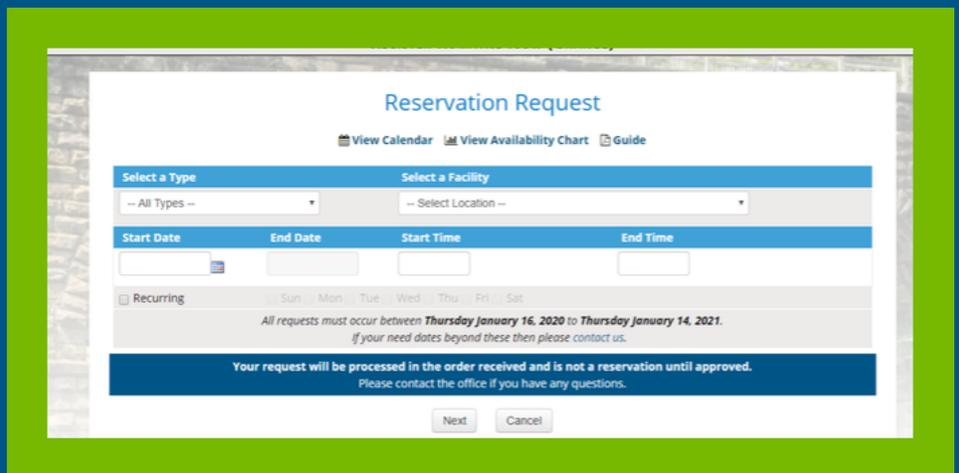
For creating household account instructions - [click here](#)

For creating organization account instructions - [click here](#)

**STEP 3:  
ONCE ACCOUNT IS  
CREATED, CLICK  
"RESERVE" TO  
SCHEDULE FACILITY  
USE**



**STEP 4:  
SELECT THE  
LOCATION AND  
FACILITY, DATE, AND  
TIMES, THEN CLICK  
"NEXT"**



**STEP 5:  
REVIEW DATE, TIME,  
LOCATION, AND  
CONTACT  
INFORMATION**



**STEP 6:  
PROVIDE ADDITIONAL  
NOTES, PURPOSE OF  
RESERVATION, AND  
HEAD COUNT.**

**STEP 7:  
REVIEW FEE  
SCHEDULE, NOTES,  
AND DISCLAIMER.  
CHECK THE BOX TO  
AGREE AND CLICK  
"SUBMIT"**

**STEP 8:  
ONCE REQUEST IS  
APPROVED, PAYMENT  
MAY BE MADE ON THE  
WEBSITE OR SENT IN  
TO THE REC OFFICE**

Contact Information		
First Name	Last Name	
Romayne	Gallagher	
Street Address	Address 2	City
51 16TH ST	STE 302	WHEELING
State	Zip Code	Country
WV	26003	US
Phone	Email	
(304) 639-8916	mgallagher@wheelingwv.gov	

**QUESTIONS? CONTACT US!**



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