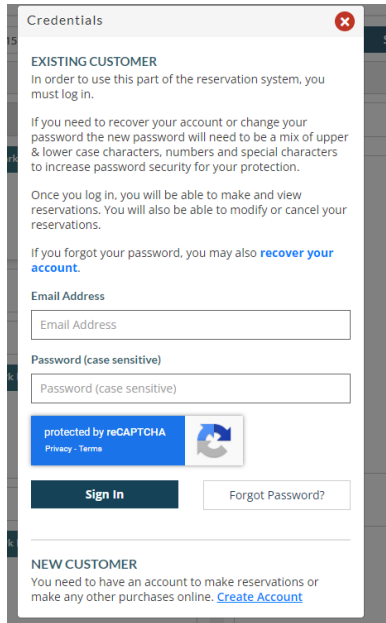


## Step by Step Instructions to Request a Field Trip Date:

1. Go to <https://fairfax.usedirect.com/FairfaxFCPAWeb/Facilities/SearchViewUnitAvailability.aspx> or click on "Request a reservation" on the FCPA Web Page

Request a Reservation

2. Log in with a Parktakes account, or create a new one. You can use a work or personal email address.



Credentials

**EXISTING CUSTOMER**  
In order to use this part of the reservation system, you must log in.

If you need to recover your account or change your password the new password will need to be a mix of upper & lower case characters, numbers and special characters to increase password security for your protection.

Once you log in, you will be able to make and view reservations. You will also be able to modify or cancel your reservations.

If you forgot your password, you may also [recover your account](#).

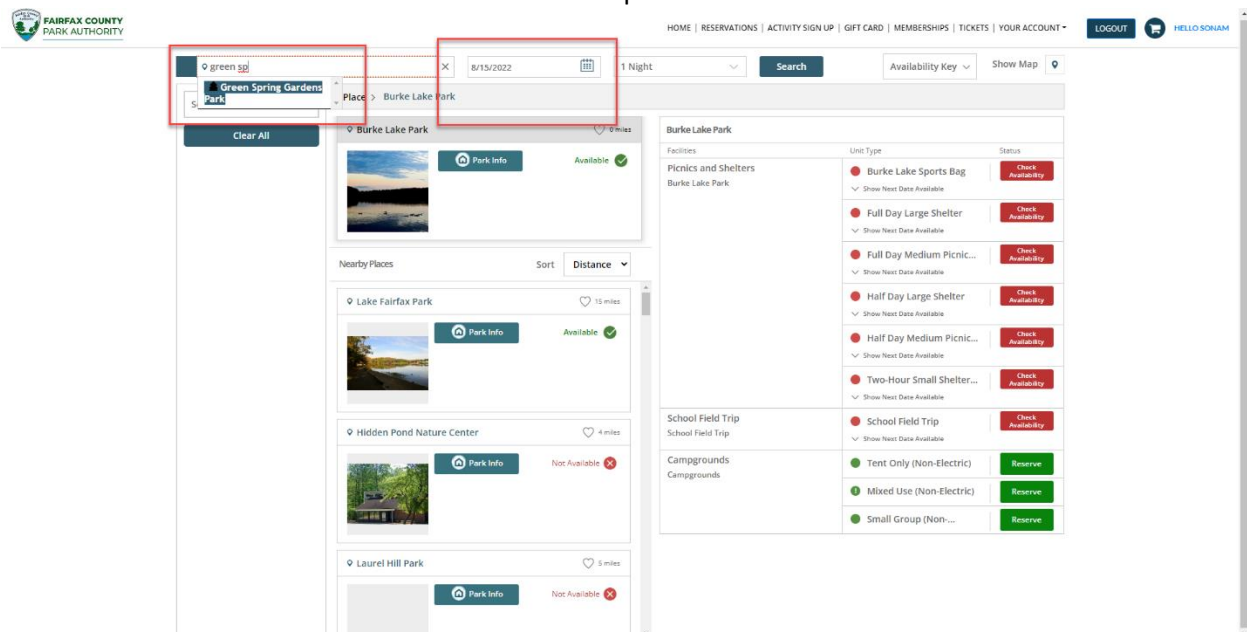
Email Address

Password (case sensitive)

protected by reCAPTCHA  
[Privacy](#) [Terms](#)

**NEW CUSTOMER**  
You need to have an account to make reservations or make any other purchases online. [Create Account](#)

3. After logging in, choose your desired location and date for your field trip. Enter the park name into the search box and select it from the dropdown menu.



FAIRFAX COUNTY PARK AUTHORITY

HOME | RESERVATIONS | ACTIVITY SIGN UP | GIFT CARD | MEMBERSHIPS | TICKETS | YOUR ACCOUNT | LOGOUT HELLO SONIAM

Search:  Place:  Date:  1 Night

**Burke Lake Park** Available

Nearby Places:

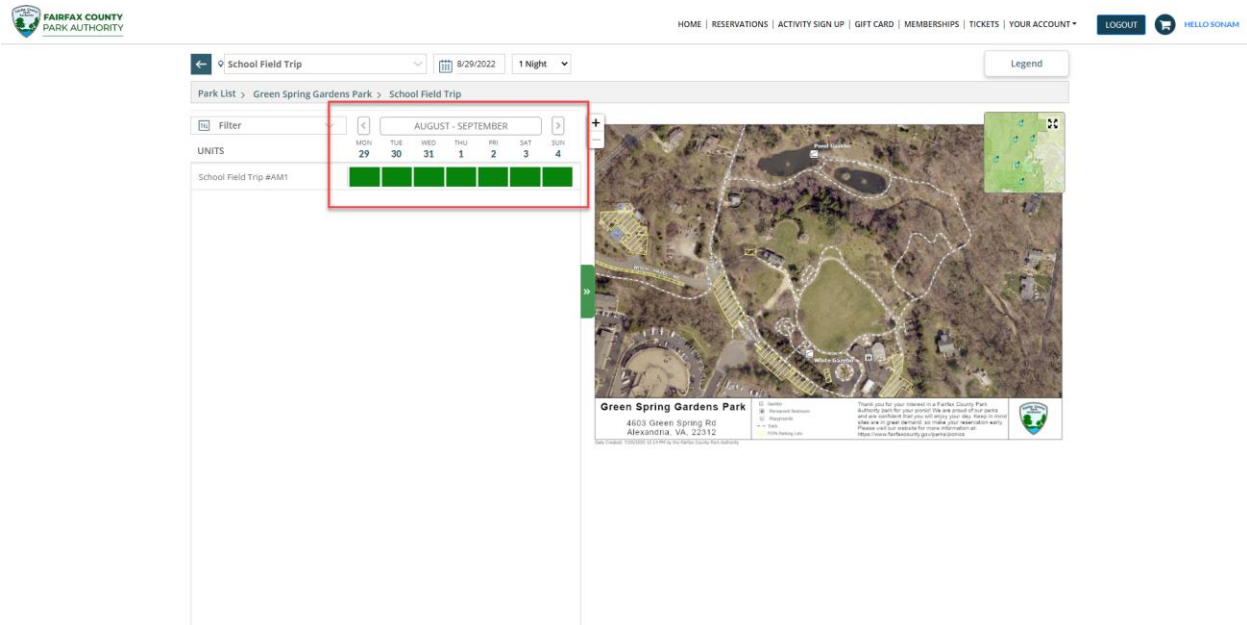
- Lake Fairfax Park (15 miles) Available
- Hidden Pond Nature Center (4 miles) Not Available
- Laurel Hill Park (5 miles) Not Available

Facilities:

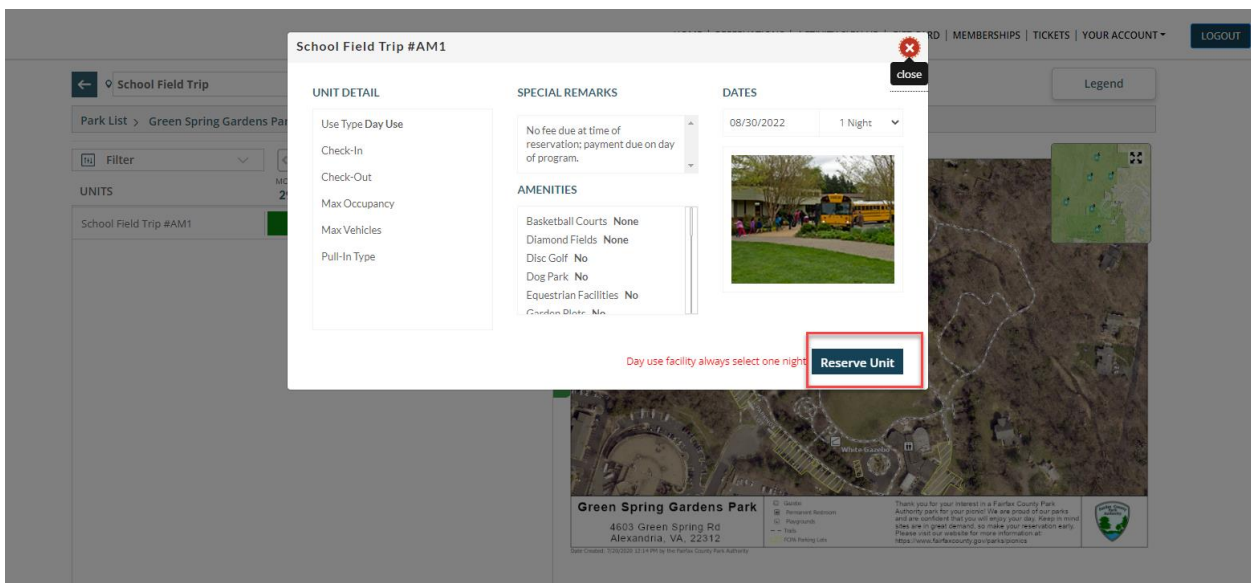
Facilities	Unit Type	Status
Picnics and Shelters Burke Lake Park	Burke Lake Sports Bag	Check Availability
	Full Day Large Shelter	Check Availability
	Full Day Medium Picnic...	Check Availability
	Half Day Large Shelter	Check Availability
	Half Day Medium Picnic...	Check Availability
	Two-Hour Small Shelter...	Check Availability
School Field Trip School Field Trip	School Field Trip	Check Availability
Campgrounds	Tent Only (Non-Electric)	Reserve
	Mixed Use (Non-Electric)	Reserve
	Small Group (Non-...	Reserve

- Select the 'check availability' icon associated with School Field Trips. The following calendar will help you identify which dates are available. Use the date selector or arrows to see future dates.

**Available dates are represented by a green box.**



- When you find your desired date, click on the green box.
- Click "Reserve Unit" on the unit detail pop-up window to proceed with reserving your School Field Trip



- On the Reservation Details screen, fill out all required fields. After completing all information, check the “terms and condition” checkbox, then select “Reserve Unit”


I agree to the above Terms and Conditions

**Reserve Unit** **Go Back**

- If multiple School Field Trip dates are being requested, select “reservations” at the top of the shopping cart and continue through steps 3-7.
- When you have completed making all field trip reservations, review your cart and select “go to checkout”

Home / Shopping Cart

Note: Your Shopping Cart will expire after 30 minutes of inactivity.

Description
 Unit: Green Spring Gardens Park - School Field Trip - School Field Trip - School Field Trip AM1 Date: Fri 09/02/2022 Classification: Regular Check-In: 12:00 AM Check-Out: 12:30 AM Comments: Web Bookings School Field TripFri 09/02/2022 (Per 1 Days) Weekend Rate Unit Price: \$0.00 ,Quantity: 1 ,Total: \$0.00

Sub Total: \$0.00  
Sales Tax: \$0.00  
Grand Total: \$0.00

Donation Details

Donation Type:

Donation Amount:  Minimum amount \$0

**Go To Checkout** **Empty Cart** **Continue Shopping**

- After you select “go to checkout”, a window will open verifying receipt of your request. You will also receive an email to the email address in which you logged in with. There are no fees charged for a reservation request. Payment is due on the day of the program. Staff will be in touch to finalize your reservation. Thank you!