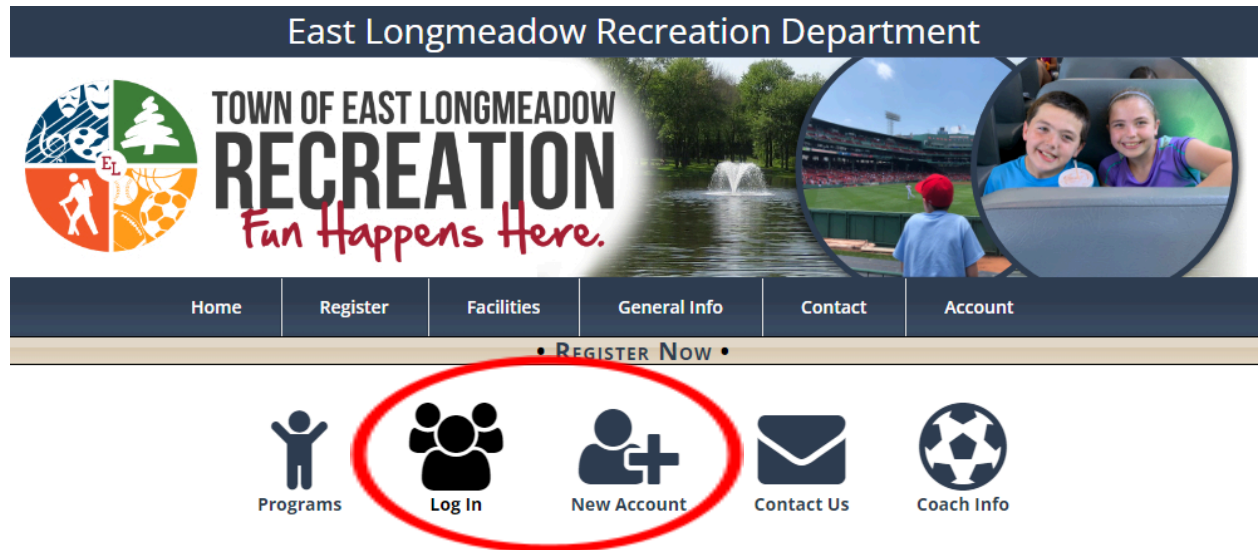
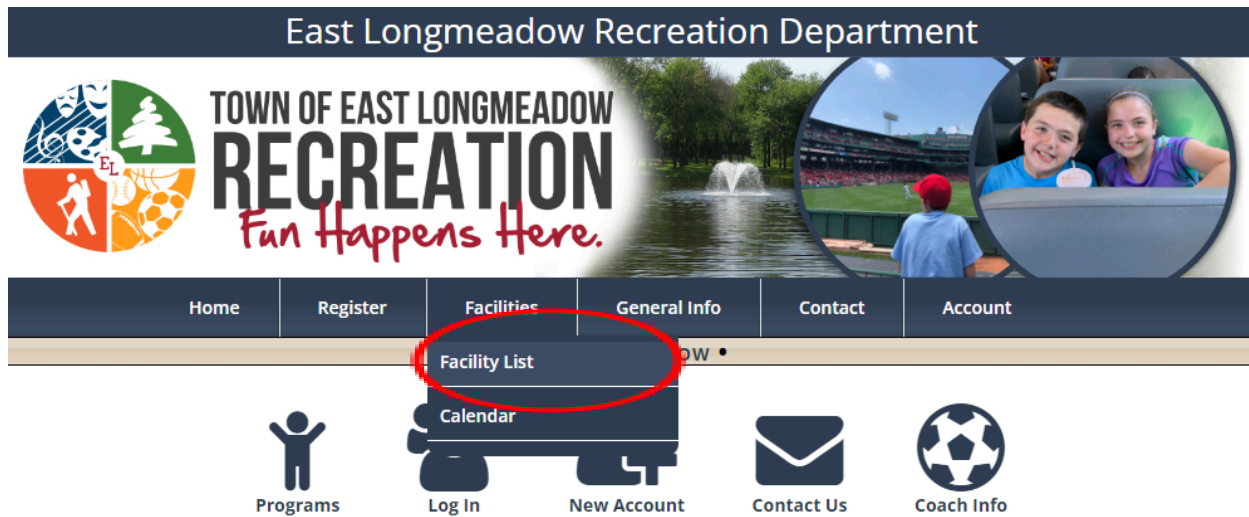


How to Rent Pine Knoll Facilities

Step 1: Log in to your MyRec account, or create an account (eastlongmeadowrec.com) if you do not already have one. Once approved by the office, you can log in to your account.



Step 2: Click on the Facility List button from the Facilities drop-down



Step 3: Click the “Request” button for the facility you are requesting. If requesting multiple, just select one.

Facilities available to rent:

Pine Lodge

Birch Hall

Grass/Picnic Area

The Pine Knoll pool will not be available for rentals this year. If any members of your party would like to use the pool, day passes may be purchased at the pool on the day of your event (\$7 each) or online ahead of time (\$5 each) on our [website](#). Other Pool membership plans can be found [here](#).

Pine Knoll Recreation Area	1974 Allen Street	Springfield, MA 01028	Open	Request
Pine Knoll Recreation Area - 45' Diamond	1974 Allen Street	Springfield, MA 01028	Open	Request
Pine Knoll Recreation Area - Basketball Court	1974 Allen Street	Springfield, MA 01028	Open	Request
Pine Knoll Recreation Area - Birch Hall	1974 Allen Street	Springfield, MA 01028	Open	Request
Pine Knoll Recreation Area - Grass Area	1974 Allen Street	Springfield, MA 01028	Open	Request
Pine Knoll Recreation Area - Pine Lodge	1974 Allen Street	Springfield, MA 01028	Open	Request
Pine Knoll Recreation Area - Pool	1974 Allen Street	Springfield, MA 01028	Closed	Request
Pine Knoll Recreation Area - Soccer Field 1	1974 Allen Street	Springfield, MA 01028	Open	Request
Pine Knoll Recreation Area - Soccer Field 2	1974 Allen Street	Springfield, MA 01028	Open	Request


Step 4: Select your date and start and end time. Please click on the “View Availability” button to see open time slots. Click “View Rental Information” to see facility hours. Time outside set hours will not be approved. Click “Next” when done.

Reservation Request

 [View Calendar](#)  [View Availability](#)  [Help Guide](#)

Select a Type -- All Types -- **Select a Facility** Pine Knoll Recreation Area - Pine Lodge

[View Availability](#) [View Rental Information](#)

Start Date	End Date	Start Time	End Time
05/06/2023 			

Recurring Sun Mon Tue Wed Thu Fri Sat

*All requests must occur between **Friday, May 5, 2023** to **Friday, May 3, 2024**.
If your need dates beyond these then please contact us.*

Facility Fee Schedule

Rates:

Pine Lodge: \$50/hour Residents; \$65/hour Non-Residents
Birch Hall: \$50/hour Residents; \$65/hour Non-Residents
Grass/Picnic Area: \$40/hour Residents; \$55/hour Non-Residents

The Pine Knoll pool will not be available for rentals this year. If any members of your party would like to use the pool, day passes may be purchased at the pool on the day of your event or online ahead of time on our [website](#). A surcharge of \$25 will be assessed if the number of swimmers exceeds 50 to account for an additional lifeguard required. \$50 for more than 100 swimmers. \$75 for more than 150. Other Pool membership plans can be found [here](#).

Your request will be processed in the order received and is not a reservation until approved.
Please contact the office if you have any questions.

Tip: click white blocks in the availability chart or calendar to carry times into your request.

Click Next to add additional dates. Not seeing the next button? [Log In](#).

Step 5: Click “Add More” if requesting multiple facilities. The Contact Information section should auto-fill with your info from your MyRec account. Put your total party number in the “Head Count” box. The maximum capacity for rentals at Pine Knoll is 150. Due to individual building capacities, we *strongly recommend* renting multiple buildings/areas for rentals over 100 people.

Under Additional Info, please input the number of people in your party you expect will be using the pool, if applicable. Use the Head Count box to input the total number of your party.

Reservation Request

Dates	Times	Location
Saturday, May 06, 2023	1:00 PM - 5:00 PM	Pine Knoll Recreation Area - Pine Lodge <input type="checkbox"/>
<input type="button" value="Add More"/>		<input type="button" value="Remove Selected"/>

Contact Information

* First Name	* Last Name	
<input type="text" value="x"/>	<input type="text" value="x"/>	
* Street Address	Address 2	* City
<input type="text" value="x"/>	<input type="text"/>	<input type="text" value="x"/>
* State/Province:	* Zip Code	* Country
<input type="text" value="Massachusetts"/> <input type="button" value="v"/>	<input type="text" value="x"/>	<input type="text" value="U.S.A."/> <input type="button" value="v"/>
* Phone	* Email	
<input type="text"/>	<input type="text" value="x"/>	

Request Information

Additional Info

* Purpose of Reservation

Head Count

Step 5 (ctd.): Click the “Pine Knoll Rental Agreement/Contract” link in the Policies and Information section and read the document. By submitting your request, you are agreeing to the terms and conditions of this document. Check the box at the bottom, and click submit when done.

Policies and Information	
Forms & Links	Location
Pine Knoll Rental Agreement/Contract	Pine Knoll Recreation Area

Fee Schedule and Notes

Pine Knoll Recreation Area
Rates:
Pine Lodge: \$50/hour Residents; \$65/hour Non-Residents
Birch Hall: \$50/hour Residents; \$65/hour Non-Residents

Disclaimer

Pine Knoll Recreation Area
Please read the linked document, "Pine Knoll Recreation Area Rental Agreement/Contract" in the Policies and Information section above. By submitting a facility rental request for the Pine Knoll Recreation Area on eastlongmeadowrec.com, applicants agree to the document's terms and conditions.
Rates:
Pine Lodge: \$50/hour Residents; \$65/hour Non-Residents
Birch Hall: \$50/hour Residents; \$65/hour Non-Residents
Grass/Picnic Area: \$40/hour Residents; \$55/hour Non-Residents
<i>The Pine Knoll pool will not be available for rentals this year. If any members of your party would like to use the pool, day passes may be purchased at the pool on the day of your event or online ahead of time on our website. A surcharge of \$25 will be assessed if the number of swimmers exceeds 50 to account for an additional lifeguard required. \$50 for more than 100 swimmers. \$75 for more than 150. Other Pool membership plans can be found here</i>

I have read and agree to the Disclaimer statement.

You will receive this message after submitting your request, along with an email confirmation. If declined, you will receive an email with an explanation note. If accepted, our office will contact you to discuss payment options. Payment can be made online with a credit/debit card, as well as via check made out to the Town of East Longmeadow and delivered to the ELRD office (328 N Main St.) in person or by mail.

Thank You for Your Request

[Return to Account](#) [Print Request](#)

The following Facility Reservation Request has been submitted and will be processed on a first come first serve basis.
ⓘ This request is not a reservation until it has been approved. ⓘ