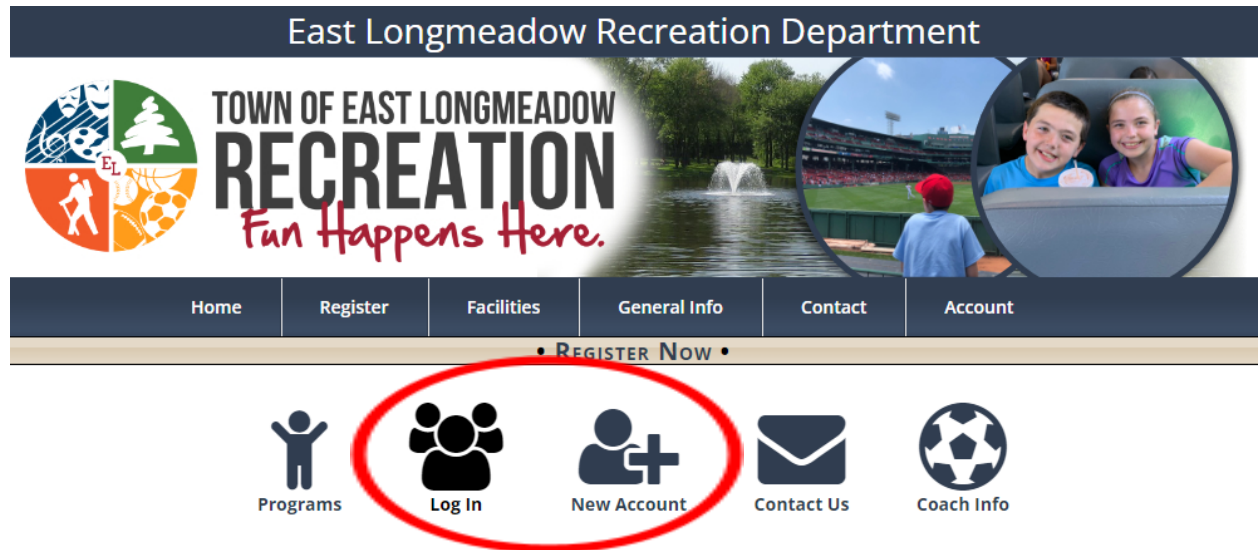
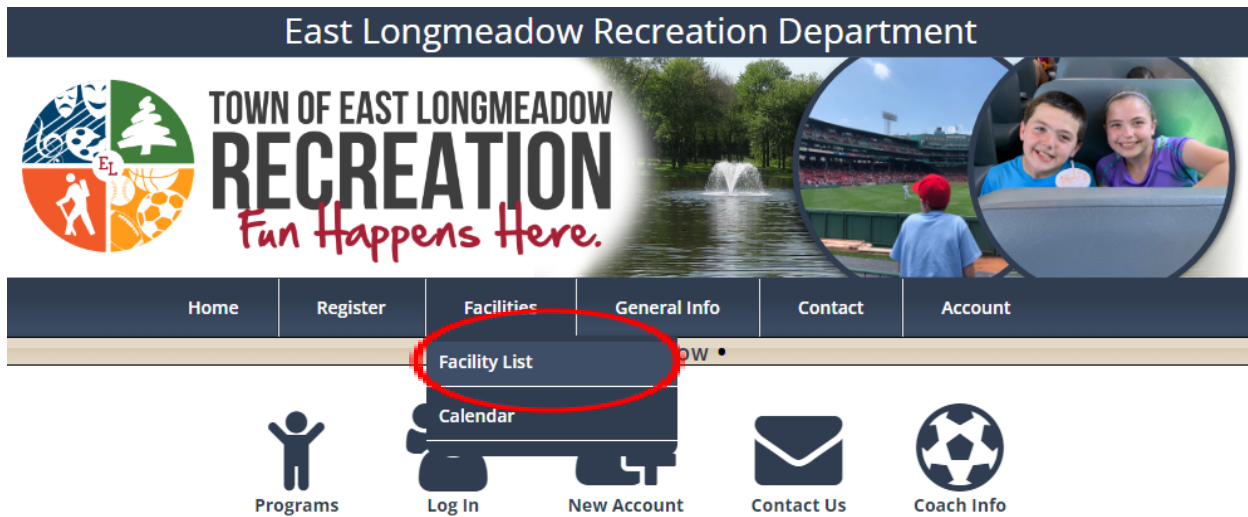


# How to Rent Pine Knoll Facilities

**Step 1:** Log in to your MyRec account, or create an account ([eastlongmeadowrec.com](http://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


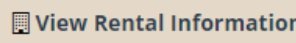

If you’d like to request pool use for members of your party, do not request here. Directions for that process will follow.

<b>Pine Knoll Recreation Area</b>	1974 Allen Street	Springfield, MA 01028	Open	<a href="#">Request</a>
Pine Knoll Recreation Area - 45' Diamond	1974 Allen Street	Springfield, MA 01028	Open	<a href="#">Request</a>
Pine Knoll Recreation Area - Basketball Court	1974 Allen Street	Springfield, MA 01028	Open	<a href="#">Request</a>
Pine Knoll Recreation Area - Birch Hall	1974 Allen Street	Springfield, MA 01028	Open	<a href="#">Request</a>
Pine Knoll Recreation Area - Grass Area	1974 Allen Street	Springfield, MA 01028	Open	<a href="#">Request</a>
Pine Knoll Recreation Area - Pine Lodge	1974 Allen Street	Springfield, MA 01028	Open	<a href="#">Request</a>
Pine Knoll Recreation Area - Pool	1974 Allen Street	Springfield, MA 01028	Closed	<a href="#">Request</a>
Pine Knoll Recreation Area - Soccer Field 1	1974 Allen Street	Springfield, MA 01028	Open	<a href="#">Request</a>
Pine Knoll Recreation Area - Soccer Field 2	1974 Allen Street	Springfield, MA 01028	Open	<a href="#">Request</a>

**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](#)

<b>Select a Type</b>		<b>Select a Facility</b>	
-- All Types --		Pine Knoll Recreation Area - Pine Lodge	
			
<b>Start Date</b>	<b>End Date</b>	<b>Start Time</b>	<b>End Time</b>
05/06/2023 			
<input type="checkbox"/> Recurring <span style="margin-left: 100px;"><input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat</span>			
<i>All requests must occur between <b>Friday, May 5, 2023</b> to <b>Friday, May 3, 2024</b>. If your need dates beyond these then please contact us.</i>			
<b>Facility Fee Schedule</b>			
<b>Rates:</b>			
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 <a href="#">website</a>. <u>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 <a href="#">here</a>.</u></i>			
<b>Your request will be processed in the order received and is not a reservation until approved.</b> 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.

	
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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.

**Pool Use:** If requesting use of the pool, input the number of swimmers in the **Additional Info** box. *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, beginning on 5/24/23) on our website. A surcharge of \$25 will be assessed if the number of swimmers exceeds 50. \$50 for more than 100 swimmers. \$75 for more than 150. This is to account for additional lifeguard(s) required. Other Pool membership plans can be found [here](#).*

## 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

<b>Additional Info</b>	
<input type="text"/>	
* Purpose of Reservation	Head Count
<input type="text"/>	<input type="text"/>

**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
<a href="#">Pine Knoll Rental Agreement/Contract</a>	Pine Knoll Recreation Area

### Fee Schedule and Notes

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

### 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.
<b>Rates:</b>
<b>Pine Lodge: \$50/hour Residents; \$65/hour Non-Residents</b>
<b>Birch Hall: \$50/hour Residents; \$65/hour Non-Residents</b>
<b>Grass/Picnic Area: \$40/hour Residents; \$55/hour Non-Residents</b>
<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 <a href="#">website</a>. 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 <a href="#">here</a></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. ⓘ