

Reserving a Pool Vehicle

- Go to the online reservation system.
- Input the date or date range for which you are looking to book.
- From the drop down select a vehicle.
- If you are only reserving a vehicle for one hour, you will then click on Search. If you are needing the vehicle for more than one hour you will click Multi-booking.
- Once you have clicked one of those two options, you go down to the available time slots. It will only show you times that are available for that particular car, and it shows the times in one hour increments.
- If you only need to reserve the car for one hour, pick the one hour time slot you need and the system will then take you to the reservation form. Fill out the form with your contact information and click Submit. Once you have clicked on Submit, you will receive an email verifying your reservation.
- If you need to reserve the car for more than one hour, pick all of the one hour time slots that you will need and then click on Book. The system will then take you to the reservation form. Fill out the form with your contact information and click Submit. Once you have clicked Submit, you will receive an email verifying your reservation.
- To pick up the keys at the start of your reservation, please arrange to meet Junior with Building Maintenance at the key lock box downstairs by the loading dock. He will issue your keys to you.
- If you for any reason need to cancel your reservation, please email othon.aguirre@co.hays.tx.us and/or chris.deichmann@co.hays.tx.us and they will cancel your reservation.