

How To Reserve the Josephine Community Center

Learn how to create an account and submit a reservation request for the Josephine Community Center through the MyGov portal. This guide walks you through navigating the permit application process and finalizing your booking details online.

Step 1: Apply for a Permit

Please go to [MyGov Collaboration Portal](#)

1. Select “PERMITS – Apply for a Permit.”
2. Select “Categories.”
3. Select “Community Center.”
4. Select “Apply for Permit” for the Josephine Community Center Reservation.

Step 2: Create or Access Your Account

If you do not already have a MyGov account:

1. Select “Create Account.”
2. Enter your first name and required account information.
3. Read and agree to the terms.
4. Select “Continue.”
5. Check your email for the 6-digit verification code and enter the code when prompted.
6. Enter your address and select “Continue.”

If you already have a MyGov account, log in and continue to the reservation request.

Step 3: Start Your Reservation Request

1. Select “Request Access.”
2. Select “Make New Request.”
3. Select “Licenses.”
4. Select “Josephine Community Center Reservation.”

Step 4: Enter the Property Information

1. In the location search field, enter 404 Main St.
2. Select “404 Main St, Josephine, TX 75173”

Step 5: Enter Your Rental Information

Complete the required reservation information:

- Project Description: Describe the purpose of your rental.
- Renter Information: Enter the requested information for the person renting the facility.
- Driver's License or ID: Upload a copy of your valid driver's license or identification.

- Type of Event: Select the type of event you are hosting.
- Requested Date of Event: Select your requested rental date.
- Start Time: Enter the time you will arrive, including setup time.
- End Time: Enter the time you will leave, including cleanup time.

Please make sure your requested times include all setup and cleanup time.

Community Center Deposit

A \$150 deposit is required to secure your Community Center reservation. Please do not submit payment until the City of Josephine has confirmed that your requested date is available.

Once the City has confirmed that your requested date is available:

1. Complete and submit your reservation application through the MyGov portal.
2. Pay the required \$150 deposit when submitting your application.
3. The deposit and completed application are required to secure your requested rental date.

Step 6: Complete the Agreement

1. Select your deposit refund method.
2. Review all information and terms.
3. Select “Accept All Terms.”
4. Select “Click to Sign” and complete the electronic signature process.
5. Select “Accept Terms.”

Step 7: Submit Your Request

After reviewing your application and confirming that all required information has been provided:

Select “Request Project” to submit your Community Center reservation request.

Important Reservation Information

Once your application is submitted, the City of Josephine will review your application and confirm the availability of your requested date. Your application will then be accepted once the city has completed its review.

After your application has been accepted, the City of Josephine will invoice you for the applicable rental fees through MyGov. You will receive an email notification when your invoice has been sent.

Please note: All rental fees must be paid at least 24 business hours prior to your scheduled booking. Failure to pay the required rental fees by the deadline may result in the cancellation of your reservation.