

PARKWAY VALLEY TENNIS CLUB COURT BOOKING POLICIES

MARCH 31 2023

ABOUT BOOKING COURTS:

Courts can be booked up to one week in advance.

If today is Monday, then you can book as far ahead as the following Monday.

The advanced booking time each day starts at **7am**

*Depending on whether you are using your phone/tablet/PC/Laptop, **the sequence of the booking process may vary, but basically,***

Log into your **CourtReserve** account,

Click Book a Court

Choose the date

Click "Reserve" on your desired timeslot

Complete the Reservation form (1 hour singles, 2 hours doubles),

Choose player(s) by entering the first 3 letters of their surname

SAVE

You will receive an email confirmation

Everyone with booking privileges can play up to 2 hours per day – 1 hour of singles x2 (but not 2 continuous hours), or 2 hours of doubles. This is to ensure that there is enough court time for everyone. These times do not include any play in House League or Team play, or Round Robins and special events such as Canada Day.

ABOUT CANCELLING A COURT:

A Court reservation can be cancelled only by the person who made the booking.

Log into your CourtReserve account

Click My Reservations

Click the desired reservation to see details

Click Cancel Reservation

You may need to provide the reason for cancellation

Court Cancellation should be done no later than 2 hours in advance of your reservation time to avoid any penalties.

GUEST FEES: Guest fees should be paid promptly, either immediately before you play, or immediately after you play. Late payments could result in the suspension of your CourtReserve account until you pay. Attached, for your information, are the club rules