HOW TO RESERVE AN ATHLETIC FIELD

First go into Internet Explorer NOT Google Chrome
Click on the Reservation tab
Click Request Reservation
Choose Adult Athletics or Youth Athletics in the drop down box
Write the team name or organization
Input number of players
CONTINUE

Choose a park
Choose the facility (Example: Baseball, Basketball 1, and Tennis 2)
(To choose more than one facility, press SHIFT+CTRL and highlight from the top to bottom)
Specify Facility Amenities – Drop down One
CONTINUE

On the following page, check the boxes of which fields you would like to use next to # of players
CONTINUE

Choose start date and finish date
Choose the time for use of the field
Enter the duration of the event (Example: 8am start – duration is 4 hours – 12 pm end)
CONTINUE

Choose Date Pattern (Example: Monday-Wednesday-Friday)
CONTINUE

Review highlighted area(s) in calendar form
CONTINUE

Review what you would like to reserve again, make sure boxes are checked
(If boxes have X then not all requests were available please contact us)
CONTINUE

Once it has been read, check agreement box
CONTINUE

Review a list of all fields, dates, and times
CONTINUE
Reservation Review
SUBMIT

Reservation Request Receipt
An email will be sent out confirming we have received the request but it will be under review.
An email within 10 business days will be sent for approval or denial of your request.