



## Online Tennis Court Reservations

### General Information

- ✓ Online reservations may be made 1 – 14 days in advance.
- ✓ Tennis courts may be reserved in blocks of time from 1 hour (min) to 1.5 hours (max).
- ✓ The hourly cost for a tennis court from 1 July 2007 – 30 June 2008 is \$5 for Arlington residents, regardless of the number of players. The non-resident fee is \$10 per hour.
- ✓ Payment by credit card (Amex, Discover, Mastercard, Visa) is due at the time of reservation.
- ✓ In case of questionable or inclement weather, call the Inclement Weather Line at 703-228-4715 to find out if the court has been closed.
- ✓ Cancellations must be made at least 24 hours in advance.
- ✓ In case of a rainout, permit holders must notify the Facilities Scheduling office immediately. Permit holders will be given a household credit.
- ✓ Please remember to print your receipt and bring it with you – your receipt is your permit.
- ✓ Based on maintenance and program schedules, some of our tennis courts are not available for online reservation. If you prefer a court which is not available online, please contact our office at 703-228-1801 or [facilitiescheduling@arlingtonva.us](mailto:facilitiescheduling@arlingtonva.us) for availability and reservation information.

### How to Reserve a Tennis Court Online




#### Step 1: Log in to our online reservation and registration system.

- Go to [www.arlingtonva.us/prcr](http://www.arlingtonva.us/prcr) and click on "Reserve a Tennis Court" under "Get it Done Online."
- Don't have an account? Don't remember your user ID/PW? Go to <http://www.arlingtonva.us/Departments/ParksRecreation/scripts/classes/ParksRecreationScriptsClassesClassesRegistrationTips.aspx> for help or contact our Registration Office at 703-228-4747 during business hours.

#### Step 2: Find Available Courts and Times

- Click on "Search" and then "Facilities" and then "Basic Search."
- Enter ONE of the following three selection criteria.
  - If you are interested in **any available court**, click on "Preferred Type" and enter "Tennis."
  - If you are interested in **any available court in a particular park**, click on "Preferred Location" and enter the park name.
  - If you are interested in **a specific court in a specific park**, click on "Preferred Facility" and select that court.
- Enter a number between 1 and 4 in the "Headcount" field. This captures the number of players for which you are reserving the court. This number will not change the price of your reservation. PRCR uses this information for statistical purposes only.
- Enter the date you would like to reserve in the "Preferred Date" field.
- Enter your **earliest possible start time** in the "Approximate Start Time" field.
- Enter a duration between 1 hour (min) and 1.5 hours (max) in the "Reservation Length" field.
- Click "Search."

**Step 5: Select Desired Court and Time**

- Browse through the available court/time combinations to find a court/time combination you would like to reserve.
- If there are no courts available, or the court/time combination does not meet your needs, return to the Search screen and modify your search criteria.
- Click  to see more detailed information about the court.
- Click  to get directions to the court.
- Click  to begin the reservation process for that court/time.

**Step 6: Review Rules & Regulation**

- ✓ Review the Rules and Regulations for the tennis court.
- ✓ Click “I agree” if you agree to the Rules & Regulations and wish to proceed with the reservation.
- ✓ Click “I do not agree” if you do not agree to the Rules & Regulations and do not wish to proceed with the reservation.

**Step 7: Complete Your Reservation**

- ✓ To make additional reservations, click on “Continue Shopping.”
- ✓ To make payment, click on “Proceed to Checkout.”
- ✓ Follow the instructions online to make payment and complete the reservation process.
- ✓ **THE RECEIPT IS YOUR PERMIT. Print a copy and bring it with you to the tennis court.**