

# NEW THIS YEAR! ONLINE DAILY RESERVATIONS

Online reservations are added at Forest View Racquet & Fitness Club Outdoor Courts ONLY.

Reservations are limited to 2 hours per person, per day.

ex. 1 court for 2 consecutive hours (9-11 am)

ex. 2 courts for 1 hour (9-10 am)

Residents— \$12/hour & reservations can be made 7 days or up to 2 hours in advance + 4% processing fee

Nonresidents – \$16/hour & reservations can be made 48 hours or up to 2 hours in advance + 4% processing fee

You can make and cancel reservations using the CourtReserve app from your smartphone or a desktop computer. To make a reservation, you must first create an account. To use your phone, download the CourtReserve app from your app store. When you open the app, search for “Arlington Heights Park District” to begin your account set up.

## To Set Up Your Account:

1. Click “Create Account”
2. Complete required fields
3. An Arlington Heights Park District staff member will assign resident status, if applicable, within 1-2 business days. You will receive an email notification after your account is approved, and account becomes active

## How to Reserve an Open Court Time:

Click “Reserve”

App: slide the screen left to right to view dates and times available for selection; Desktop: choose date by using the arrows (top left), or by clicking the date at the top-left portion of the page

Available timeframes will show the word “reserve,” select an open timeframe to create a reservation, then click “Save” at the bottom of the screen to confirm the reservation

You will receive an email confirmation

## How to Cancel a Reservation:

App: select the menu icon at the bottom-right portion of your screen; Desktop: click on the menu icon at the top-right portion of your screen a web browser (three lines)

Find date & time of upcoming reservation you wish to cancel, click “Details” button on the right

Click red “Cancel Reservation” button on the reservation details screen

Click “Cancel Reservation” on the next page to confirm the cancellation

Cancellations are granted if more than 24 hours prior to reservation.

Scan the QR code here to get most up-to-date court sheets!

