

Finally, Captains using Cheviot & Westwood as their home courts have an easier way to reserve courts!

The City of LA has created what they call a Team Reservation Card to replace the old Permit Reservation system. There are two huge advantages over the old system.

1. Teams do not have to pay for all of the courts in advance
2. Courts may be canceled the day before without consequence

So here is what to do to get started:

1. Call the City Dept. of Recs & Parks (323-644-3536), and ask for a **USTA Team Reservation Card**.
2. They will send an application which you will return with the yearly fee of \$15 for your team.
3. You may re-use the card for each season. You may list two other individuals who will be able to make reservations and changes for the team.

When your match schedule is ready, you will still need to submit a **Request Form**: (by email park.services@lacity.org or by fax 213-485-8761:

1. Request courts for your dates & times
2. Observe same availability restrictions as before (No courts available at Cheviot before 2pm, none before noon at Westwood, limited to 50% of all courts at facility)
3. Fee will still be \$10/hour

They will review all requests for availability, and will send you confirmation.

On match day, pay for your reserved courts at the booth.

Cancellations are to be handled in this order:

1. Monday-Friday, 8-4pm, call the City to cancel a reserved weekend court
2. If you must cancel ALL reserved courts, the telephone reservation system may be used to cancel the day before the match. **CAUTION**: If you try to cancel by the automated phone system, you will cancel ALL of your courts under this one card number.
3. If you don't know about the need to cancel until after these hours, and you're only trying to cancel one court, call the attendant at the facility as soon as feasible, and tell them.
4. If you do not know until the day of the match, let the attendant at the facility know of the cancellation, so they may try to sell the court. (Still may be subject to the penalty.)
5. Any courts not claimed by match time are subject to \$3 per hour penalty. Team cards with unpaid penalties are placed on hold until paid (may pay at the booth.)

We are grateful to the City for working with the SCTA in making things a bit less stressful for our Team Captains!