

**ST. CHARLES PARISH
DEPARTMENT OF PARKS & RECREATION
171 KELLER ST. - HAHNVILLE, LOUISIANA - 70057
(985) 783-5090 - Fax: (985) 783-5095
Website: www.stcharlesparish-la.gov/recreation**

To: All St. Charles Parish Tennis Players
From: St. Charles Parish Parks and Recreation Department
Subject: Reservation of Parish Tennis Courts

Because of the substantial increase of activity on parish tennis courts, the Parks and Recreation Dept has adopted a new online court reservation system. This system is free of charge and available for use by all parish residents. This online system requires a userID and Password. Reservations on the system can also be made by phone call via a toll free number, 24x7. To register for use of the system, go to: www.reservemycourt.com

Click on SIGN UP! for FREE . Fill in the form, including choosing your own ID and password. If you are not a computer user, call the Parks and Recreation department and someone will help you with setting up an account and using the phone-in option for reservations.

Choose your home facility as: **"St. Charles Parish Rec Dept Courts"**
Use your last 4 digits of your social (or anything you like) for the 4 digit user code.
Sign up as a Player using the code: 1234
If you want to use your phone, you must complete the optional phone login section.

Once registering and logging in to your account, you will immediately be able to make court reservations. Click on "RESERVATIONS" in the bottom left hand corner. You must do a separate reservation for each court you intend to use. After you do your reservation, look at the chart below to see that it is correct. You only work with the gray box for creating reservations, the bottom chart is a display and for deleting (click on your reservation in the chart to delete). To display different dates, use the calendar. The ads by Google links are advertisements only.

In addition to the adopting the reservation system, the department has also adopted rules for court usage and reservation. These are given below.

Any questions, please contact the Parks and Recreation Department.

Court Reservation and Usage Rules

1. Courts at Monsanto, West Bank and East Bank can be reserved for use from 6AM – 10PM, 7 days a week.
2. Reservations are not required, but users must immediately yield courts to players with reservations.
3. Anyone desiring to make a court reservation must have an account with "Reserve My Court"
4. Accounts with "Reserve My Court" are free and open to parish residents only.
5. Individual players are allowed to make 3 reservations per week.
6. Individual players are not allowed more than one reservation per day.
7. Maximum reservation time duration per player is 2 hours. Multiple players may stack reservation times.
8. Players may make reservations up to 5 days in advance, maximum. No weekly periodic reservations allowed for non-league play.
9. Official parish tennis leagues, clinics and camps may setup weekly periodic block reservations for a league season, clinic or camp duration.
10. Reservations for official parish tennis events such as tournaments and carnivals may be scheduled as early as event dates are set.
11. Official tennis activities are those approved by the St. Charles Parish Director of Parks and Recreation.
12. Private individual or group lessons must follow same rules as players.
13. Any unnecessary reservations must be deleted as soon as possible.
14. Abuse of the reservation system or failure to immediately yield court to a reservation may result in user being deleted from reservation system. Please report abuse to the Parks & Recreation Department.