

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
TENNIS RESERVATIONS
P. O. BOX 5385
GLENDALE, CA. 91221-5385
THIS FORM IS USED FOR BOTH RENEWALS AND NEW APPLICANTS

IMPORTANT

BE SURE TO INCLUDE THE CORRECT FEES ALONG WITH THIS APPLICATION.
TENNIS RESERVATION CARDS ARE GOOD FOR ONE YEAR FROM THE DATE OF PURCHASE.
FEE IS \$15.00 FOR RESIDENTS AND \$30.00 FOR NON-RESIDENTS
MAKE CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF RECREATION AND PARKS
DO NOT SEND CASH

TO CANCEL A RESERVATION

1. You may cancel or review your tennis time by dialing 213-625-1010 and Pressing 2.
2. Enter your identification number and Press 1 if correct. Press 2 if incorrect.
3. The system will now read back the first tennis time you are holding. Press 1=Cancel, 2=Review
4. Please follow voice prompts to complete your requests.

IMPORTANT

**ALL CANCELLATIONS MUST BE RECEIVED
BY 11:59PM THE DAY BEFORE PLAY.**

For example, to cancel a tennis time for Saturday, you must call prior to 11:59pm on Friday. A no-show is defined as anyone not canceling their court reservation in advance. A no-show will result in a charge to your Identification Number and the removal of your number from the reservation system until the fees are paid.

PAY TENNIS BOOTH LOCATIONS:

Griffith-Riverside **12 courts**
3401 Riverside Dr. Los Angeles, 90027
323-661-5318

Griffith-Vermont Canyon **12 courts**
2715 N. Vermont Ave. Los Angeles, 90027
323-664-3521

Balboa **16 courts**
17015 Burbank Blvd. Los Angeles, 91316
818-995-6570

Van Nuys/Sherman Oaks **8 courts**
14201 Huston St. Los Angeles, 91423
818-756-8400

Cheviot Hills **14 courts**
2551 Motor Ave. Los Angeles, 90064
310-836-8879

Pacific Palisades **8 courts**
851 Alma Real Dr. Pacific Palisades, 90272
310-573-1331

Westchester **8 courts**
7000 W. Manchester Ave. Los Angeles, 90045
310-642-0762

Westwood **8 courts**
1350 Sepulveda Blvd. Los Angeles, 90024
310-575-8299

CITY OF LOS ANGELES
Department of
Recreation and Parks



Application for
Pay Tennis
Reservation Card

PAY TENNIS PROGRAM

AN AUTOMATED RESERVATION SERVICE IS AVAILABLE FOR ALL CITY OF LOS ANGELES PAY TENNIS FACILITIES.

This reservation service offers a quick and easy way to reserve, confirm, or cancel your court reservation 24 hours a day.

AUTOMATED RESERVATION NUMBER

213-625-1010



TO MAKE A RESERVATION

All reservations begin at 8am one week in advance. (Monday for the following Monday, Tuesday for the following Tuesday, etc..). To make a successful reservation follow the system's verbal prompts listed below:

1. **DIAL** the reservation service at 213-625-1010.
2. **PRESS 1** to make a reservation or **PRESS 2** to cancel or modify a current reservation.
3. Enter your identification number. **PRESS 1** to confirm your number or **PRESS 2** to re-enter.
4. **WAIT FOR CLEARANCE** -At this time your card number is being checked for any unpaid fees that may be assessed against your reservation card. Listen for prompt.
5. Enter the Tennis Facility of your choice: 1=Cheviot Hills; 2=Palisades; 3=Westchester; 4=Westwood, 5=Balboa, 6=Van Nuys-Sherman Oaks, 7=Griffith-Riverside; 8=Griffith-Vermont Canyon
6. Select the court number of your choice by pressing the number on your dial or **PRESS 1** for a random court. Listen for prompt.
7. Enter the day of week you wish to play: 1=Sunday; 2=Monday; 3=Tuesday; 4=Wednesday; 5=Thursday; 6=Friday; 7=Saturday.
8. Enter the time of day you wish to play. Enter 4 digits followed by the (*) key for AM and the (#) key for PM (Example for 6:00pm press 0600#).
9. Enter the number of hours you wish to play by pressing 1 or 2. (Note: A maximum of one court for up to two hours per day is permissible.)
10. The service will indicate if your court time is available. **PRESS 1** to confirm your reservation or **PRESS 3** to search again.

11. To confirm your reservation, wait until you hear your confirmation number. You may hang up at this time, your reservation is complete.

ADDITIONAL CONSIDERATIONS

- You must use a push button phone that generates a touch tone signal. Be sure your push button phone is set on tone.
- The prompts will repeat twice if you do not respond or enter an incorrect number. Press the (*) key to start over at any time.
- When making a reservation pay close attention to the date and time requested.
- If you need to cancel or modify your reservation, call the system as far in advance as possible. This courtesy will allow other tennis players to make use for that time.
- The system only accepts advance reservations. Same day reservations may be made by contacting the tennis facility directly.
- The availability of court time reservations may be limited by special events, inclement weather, court hours or any additional reasons deemed necessary by management.
- It is required to claim your reservation five minutes before your reserved time. Any reserved court not checked in five minutes before will be given to someone on the waiting list and a no-show fee will be assessed to the card holder.
- You may book one court for up to two hours per day.

Detach and Submit

CITY OF LOS ANGELES – DEPARTMENT OF RECREATION AND PARKS TENNIS RESERVATIONS

PLEASE CHECK
NEW MEMBER _____ RENEWAL _____ NAME _____
Resident: Los Angeles (\$15) _____ Non-Resident: Outside City of Los Angeles (\$30) _____ (FIRST)

(LAST)

ADDRESS _____ STATE _____ ZIP CODE _____ BIRTH DATE _____
CITY _____ HOME PHONE _____
BUSINESS PHONE _____

Identification Number: _____

I UNDERSTAND THAT IF I AM FOUND USING ANY TYPE OF ILLEGAL ELECTRONIC DEVICE IT WILL RESULT IN PERMANENT CANCELLATION AND LOSS OF RESERVATION PRIVILEGES.

**By signing above I agree to all Pay Tennis Rules and Regulations and understand any violation will lead to revocation of card.
Reminder: Payment must be received along with card request.
PLEASE RETURN IMMEDIATELY TO: DEPARTMENT OF RECREATION AND PARKS
P.O. Box 5385 Glendale, Ca. 91221-5385**