



Field/Court Reservation Instructions

To View Sports Field/Court Availability:

1. On the sports welcome page (<https://www.piedmontpark.org/things-to-do/sports/>), choose your sport under reservation information.
2. Click on the green Check Calendars button.
3. Click on Sport Field Reservations.
4. Click on the applicable event option (Ex. Field/Court Rental – Resident).
5. Select the desired Facility type (Ex. Basketball Court).
6. Select the desired date and time on the calendar, and click apply once the date/time has been selected.
7. The Calendar will alert you if the desired date/time is unavailable for reservations.

To Submit a Reservation Request:

(You are required to have an account to submit reservation requests.)

1. On the sports welcome page (<https://www.piedmontpark.org/things-to-do/sports/>), scroll down to the Reservation Information section and choose your sport.
2. Scroll down and click on the green Reserve Now button.
3. Log in to your account or set up an account if you have not already done so.
4. Click on Sport Field Reservations.
5. Click on applicable event option (Ex. Field/Court Rental – Resident). Please fill out each section appropriately.
 - a. Event type: Select the appropriate description of your group from the drop down menu. 'Resident' applies if your groups address is within the City of Atlanta. Select 'Non-Resident' if you are outside of Atlanta. 'Youth' applies to a group comprised of people under 19 years old.
6. You are now on the Reservation: Facility/Equipment Search page.
 - a. Location: Select the location of you reservation (**NOTE**: softball fields, soccer fields, volleyball courts are all on the Active Oval)
 - b. Type of Facility: Select Sports Fields/Courts
 - c. Facility: Choose the appropriate field or court you would like for your reservation.
 - d. Amenities: Select 'Unspecified'
7. You are now on the Reservation: Select Facility/Equipment page.
 - a. You will see listed the court or field that you previously selected.
8. Under the 'date' column, click on the box so that it shows a calendar. Select desired date and time on calendar, click apply once date/time has been selected.
 - a. Specify the Dates: Choose the date or range of dates for your event. A beginning and end date must be chosen. (**NOTE**: For one-day events, the beginning and end dates are the same.)

- b Specify when the event starts: From the Available Time Slots drop down menu, choose the appropriate one hour time block for your event. All reservations are made in one hour time blocks. If you are interested in additional hours, each additional hour will be a separate reservation.
9. Input how many attendees will be present to reservation
8. Click on the green proceed button.
9. You are now on the Review Reservation Event Dates page.
 - a. Review the highlighted dates and times to make sure they match your intended event date/time.
 - b. Input who you are reserving the event for along with the event name and event type.
 - c. Checklist Items: Click the boxes next to the Sports Waiver and to the applicable Operating Rules.
 - d. Please review each of the documents. By checking the boxes you are confirming that you read and agreed to the corresponding documents. **NOTE:** Agreement to the Sports Waiver is required to proceed.
 - e. Questions: Click on both drop down menus to answer the questions according to your reservation request.
 - f. Fully review the dates and times listed. This is the last opportunity to make any changes. If changes need to be made, navigate back to previous steps using the drop down menu at the bottom left of the page.
10. Click the green continue button.
11. You will then be directed to the payment screen. You must pay in full to secure your reservation.
12. Once you've completed the payment process you will have access to your permit. **You must have a printed copy of the permit with you while using the fields.**

In the event of a weather or maintenance related cancellation please contact programs@piedmontpark.org to discuss options.