

COURTS

To make a reservation please visit: www.sanjoseca.gov/citywidesports

Field Reservation Fees (fees subject to change at discretion of Director of PRNS)	User Type I (1A: City of San Jose Programs/Partners/Contract Agreements/One-time Events) (1B: Seniors/Adaptive Programs) (1C: Non-Profit Resident Youth/School Programs w/o alternative field access)	User Type II (2A: For Profit Resident Youth) (Resident Adult non or for Profit)	User Type III (3A: Non-resident Non-Profit Youth and Adults) (3B: All Non-Resident for Profit)
Application Processing Fee- Per Court Request (NON-REFUNDABLE)	\$50.00		
Courts Outdoor tennis court rental is per court	\$10.00 per hour	\$16.00 per hour	\$22.00 per hour

Change & Rush Fees (There are NO REFUNDS for inclement weather Refund Policy available upon request)	
Change Fee All changes must be in writing	\$20
Rush Fee For requests received less than 30 days prior to event in addition to application	\$30

For more information call: (408) 794-6527
 After Hours: (408) 690-2171 Rain Out Hotline: (408) 794-6532
 or Email: fieldreservations@sanjoseca.gov

SPORTS FACILITY RESERVATION PROCESS

COURTS



Applications Submitted during the Registration Period

Registration periods are held twice a year to accept long term tennis court requests for the spring (March – August) and the fall (September – February) seasons. The nonrefundable processing fee must be submitted with each application form per court; submitting an application is not a guarantee that a permit will be issued.

- Spring registration period is the last Tuesday in October to the following Monday
- Fall registration period is last Tuesday in April to the following Monday
- Following the registration period, applications are accepted on a first come first served basis and reviewed to determine if court(s) is available for the dates and times requested

1. Application may be emailed, or hand delivered to the [Citywide Sports Facility Reservations Office](#). Fees may be paid by cash, check (payable to City of San José) or credit card (Visa, MasterCard, and Discover). Personal or business checks will not be accepted less than 30 days prior to intended use. Additional fees may be charged for returned checks.
2. An application must be submitted a minimum of ten (10) calendar days prior to the desired start date and are subject to \$30 rush fee.
3. If there are other groups requesting the same courts, dates or times, the applicants will be contacted to resolve any conflicts.
4. If an application is found to be falsified, all fees and reservations will be forfeited and future permits will not be granted for the period of 1 year. In addition, any group or organization found to be reserving courts for another organization or within its own organization (that would otherwise have a different priority for court scheduling) may have their current permits revoked and that group or organization will not be granted any future permits for the period of 1 year.
5. No publicity or invitations shall be distributed until the applicant receives official confirmation that the permit has been granted.

Pending Permits

1. Pending permits will be drafted 1-2 business days after an application has been submitted with non-refundable processing fee.
2. Upon receipt of the pending permit applicant will have 5 business days to review and make any necessary revisions prior to the expiration of the pending permit.
3. Cancellation or change fees will not apply during the review process of the draft permit(s).

Payment Process

1. Application submitted more than 30 days prior to the first date of use:
 - Processing fee (must accompany application to be processed)
 - 50% deposit of total fees due 60 days prior to the first date of use
 - Remaining 50% of total fees due 30 days prior to the first date of use; if full payment is not received 30 days prior to the first date of use the reservation will be cancelled without refund
2. Applications submitted less than 30 days prior to the first date of use:
 - Processing fee (must accompany application to be processed)
 - Rush fee (if applications is submitted 10 or less business days prior to first date of use)
 - 100% deposit of total fees due 5 business days after reviewing a draft permit; if full payment is not received reservation will be cancelled without refund
 - No refund for cancelation 30 days or less prior to the first date of use

Approved Permits

1. An approved permit(s) will be issued when final payment has been received 30 days prior to the start of use. If start date is less than 30 days all fees are due when a draft permit has been issued and reviewed by the applicant.
2. All required documents (Certificate of Liability Insurance, and if applicable, proof of non-profit status) have been submitted and reviewed and exempted by staff.
3. If payment and/or all required documentation are not submitted by deadline; no permit will be issued and request cancelled. Courts previously reserved will be released to the general public for reservation.
4. Any changes made to an approved permit will be charged a \$20 change fee.

Cancellation/Refund Policy

The City of San José's cancellation policy has been developed to discourage the last minute cancellation of events. The primary goal is to offer low-cost sports facility use for organized groups. If a cancellation is received on short notice, the City of San José's ability to re-rent the facility is severely limited. The cancellation/refund policy is therefore structured to offer the greatest refund in instances where the City of San José has the highest probability of re-renting the court.

1. It is the applicant's responsibility to provide immediate written notification of such intent to cancel use. Cancellations will only be accepted from the applicant, not from anyone else acting on his/her behalf.
2. Once the first date of use on the permit has passed there are no refunds for any cancellations regardless if you wish to cancel the entire permit or delete individual dates. Adding dates to your permit would require full payment at the time of your request.
3. Refund of the total fees (minus the application fee) will be given when canceled prior to the first date of use on the permit in accordance with the following schedule. 30 days or less notice – no refund, 31-59 days notice – 50% refund of the total permit fees 60+ days or more notice – 100% refund of the total permit fees.
4. When paying by check, there is a 30-day waiting period before refunds can begin to be processed. Cash or check refunds can take up to 6-8 weeks to process following the cancellation date. Credit card refunds will be applied back to the original credit card account within two weeks of receiving the refund request.
5. The City of San José reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interest of the customers, the City of San José, and all concerned. In such cases, the City of San José will provide a full refund of all fees for the closure period which may not include the application fee. Every effort will be made to notify user of a cancellation at the earliest possible date.
6. There are no refunds for inclement weather.

CONTACT US

Citywide Sports Facility Reservations
1300 Senter Road, San José, CA 95112

Phone: (408) 794-6527

Email: fieldreservations@sanjoséca.gov

Website: www.sanjoséca.gov/prns/citywidesports

Citywide Sports Court Matrix

Council District	Park	Total Courts	Reservable Courts	Lighted Courts	Location
1	Calabazas Park	3	1	YES	Blaney Avenue & Rainbow Drive, 95129
1	Murdock Park	4	2	YES	Castle Glen Avenue & Wunderlich Drive, 95129
2	Los Paseos Park	4	2	YES	Chantilly Lane & Morrow Court 95139
3	Backesto Park	8	4	YES	E.13th Street & N. Empire Street, 95112
4	Cataldi Park	7	3	NO	Morrill Avenue & Cataldi Drive, 95132
6	Bramhall Park	6	3	NO	Willow Street & Camino Ramon 95125
6	Hamann Park	3	1	YES	Westfield Avenue & N Central Avenue 95128
6	Wallenberg Park	4	2	YES	Curtner Avenue & Lansford Avenue, 95125
7	Solari Park	4	2	YES	Cas Drive & Los Arboles Street, 95111
8	Fowler Creek Park	3	1	YES	Fowler Road & Angelico Drive, 95135
8	Groesbeck Hill Park	3	1	NO	Klein Road & Groesbeck Hill Road, 95148
9	Doerr Park	4	2	NO	Potrero Drive & Park Wilshire Drive, 95124
9	Paul Moore Park	4	2	YES	Hillsdale Avenue and Cherry Avenue, 95118

DEFINITIONS

Disabled Person: "Disabled person" shall be defined as a person who has a physical or mental impairment that substantially limits one (1) or more of the major life activities (such as caring for oneself, performing manual tasks, walking seeing, hearing, speaking, breathing, learning and working,

Non-Resident: Non-resident shall mean any person who does not reside or own real property within the City limits of San José.

Resident: Resident shall mean any person who resides or owns real property within the City Limits of San José.

Revenue Generating Activities: Any activity event or meeting that includes a component where money will be exchanged or solicited.

Senior: Unless specified otherwise, "Senior" shall be defined as any person age fifty (50) or older.

User Type I: User Type I is defined as the types of organizations serving a defined group.

User 1A: City of San José Programs/Partners/Contract Agreements/ One-time Events

User 1B: Seniors/Adaptive Programs (No Residency Requirements)

User 1C: Non-Profit Resident Youth & School Programs without alternative field access

User Type II: User Type II is defined as a San José resident or Adult organization who will be doing one of the following:

User Type 2A: For Profit Resident Youth // Resident Adult (non or for Profit)

User Type III: User Type III shall apply to all authorized users not covered by either User Type I or User Type II and not a resident of the City of San José.

User Type 3A: All Non-resident Non-Profit Youth and Adult

User Type 3B: All Non-resident for Profit

Youth: Unless specified otherwise, "Youth" shall be defined as any person age seventeen (17) or younger.

ATHLETIC FIELD / COURT USE GUIDE

Frequently Asked Questions

Why submit an application for Sports Field use?

Permits are issued for the convenience of users and guarantee exclusive access of a particular location for a specific time period, date and use.

Can I make same day reservations?

No; same day reservation requests should be made three (3) days in advance to ensure field time. A rush fee will be implemented for requests received less than 30 days prior to the event in addition to the application fee.

How do I know if a field is available?

To request field availability please email: fieldreservations@sanjoseca.gov

When will I receive my approved sports field permit?

Approved Sports Field permits will be given to the permit holder once full payment is made.

What happens when someone is using the field I reserved when I arrive?

If you encounter problems on-site contact our afterhours line (408) 690-2171.

What forms do I need to proceed with my application?

Forms necessary to proceed with an application include the: application, insurance form, and a team roster to ensure the accurate fees are applied.

What is the refund policy?

- A notice of 30 days or less – no refund of the total permit fees
- A notice of 31-59 days – 50% refund of the total permit fees
- A notice of 60+ days or more – 100% refund of the total permit fees

Do non-profit organizations get a discount?

No, non-profit organizations do not receive a discount. However, non-profit organizations do receive a priority in the allocation process.

For more information please visit: bit.ly/SJSportsandTennis