

Sports Field Reservations

Create an account on the online Reservation Site: <https://apm.activecommunities.com/houstonparks>

To locate and check the availability of a facility:

- Select 'Reservations'
- Select 'View Facilities'
- Filter your search by 'Facility Type' – selecting a field designated for the sport you want to play.
 - Baseball (practice) or baseball (recreational)
- Next to the name of the location, select 'View Availability' (Please be advised that the calendar will show 'Not available' if the date you are interested in is within 5 days.)

To submit your reservation request:

- "Make a Reservation"
- "Reserve Facility"
- Click on the arrow for the dropdown and choose "Sports Facility Rental - etc" for the Event Type.
- For the Description, Name your event (e.g. Sally's 1st Birthday)
- Maximum Number of Guests: enter the estimated number of people to be in attendance.
- Select 'Continue'
- Only make a selection in the box "Choose the facility for your event" and select the specific park and fields you want to use for your event. For multiple selections, please hold the "shift" or "ctrl"
- Scroll to the bottom and click "Continue"
- Verify information is correct, then click in the box under "select" and Click "Continue"
- Begin Date: By using the drop-down menu, choose the specific date for your event. (Please be advised all online reservations must be submitted a minimum of 5 days in advance.)
- End Date: If you have multiple dates, select the End Date and on the next page, select the weekly frequency.)
- Start Time: should be on "Exact Time"
- Enter the Exact time (start of your event, including set-up time)
- Click the box for "am" or "pm"
- Enter the Duration, type in the number of hours and minutes (including hours need to clean up)
- Click "Continue"
- Verify your dates and times on the calendar and click "Continue"
- Verify the Facilities/Equipment Availability and click "Continue"
- Click on "Sports Field Permit Policy" and read thoroughly to ensure your request follows the guidelines.
- If you agree, click in the box to "Agree to the Waiver"
- Utilizing the drop-down arrows, please complete all questions regarding your event. Type a more detailed description about your event in the area that states, "Please describe your event in detail to help us ensure a successful event" for any additional information not previously requested.
- If you are having any concessions (selling of merchandise, food or charging admission). Please answer yes to these questions, a concessions permit will be required.
- Portable toilet: Most parks do not have available restrooms. If you would like to place a portable toilet at a City of Houston Facility, please download the form "Private Portable Toilet Sponsorship and Maintenance" document and submit as requested.
- Click "Continue"
- Verify Location, Day, Date, Time and Waiver, the click "Submit".
- "Print" your "Reservation Request Receipt" and maintain the Original Request Number for all inquiries regarding the reservation. This is only a Request and not an approved Permit.

After you submit your reservation request: Please allow 3 -5 business days for review, when your permit request is reviewed if there are any additional questions or concerns, we will contact you using the contact information provided. If there are no additional questions or concerns, we will add the necessary fees and place your permit "on hold" waiting for payment. You will be notified of this by email from 'HoustonParksandRecreationDepartment@active.com' the due date for payment is 2 days from the date the notification is sent. When you receive this notification, please log in to your

account to submit your payment online under 'pay on account'. If payment is not received by the due date, your permit request will be cancelled.