

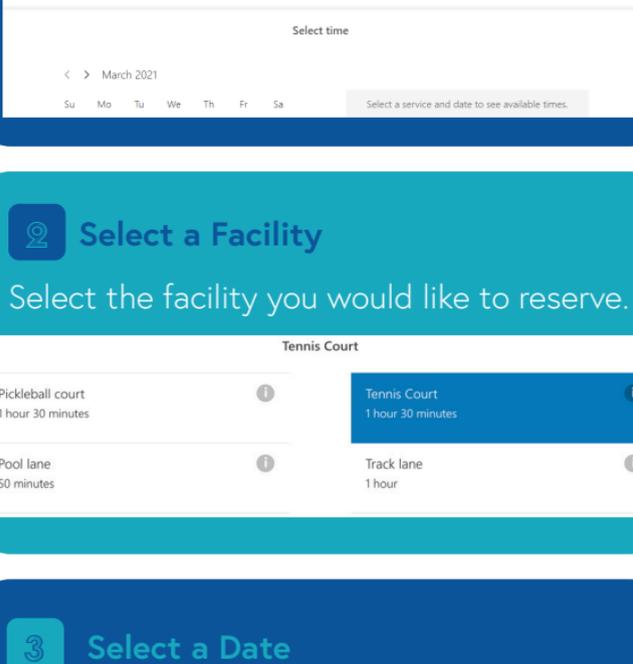


ATHLETIC FACILITIES RESERVATIONS APP

The Pomona-Pitzer Athletic Facilities Reservations App allows faculty, staff, and students to make reservations at any of our open facilities up to one week in advance.

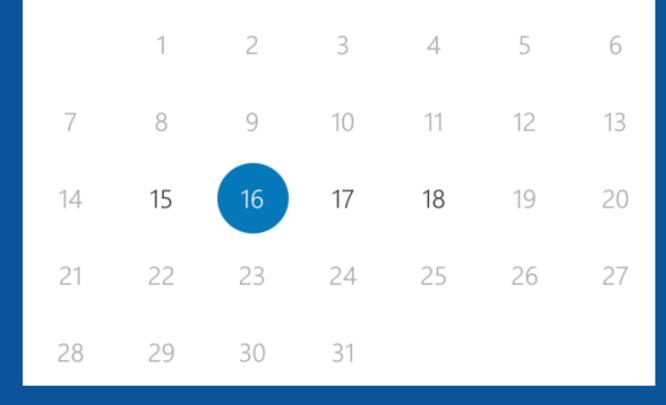
1 Access the App

The Pomona-Pitzer Athletics Reservations App can be accessed on the Athletics homepage.



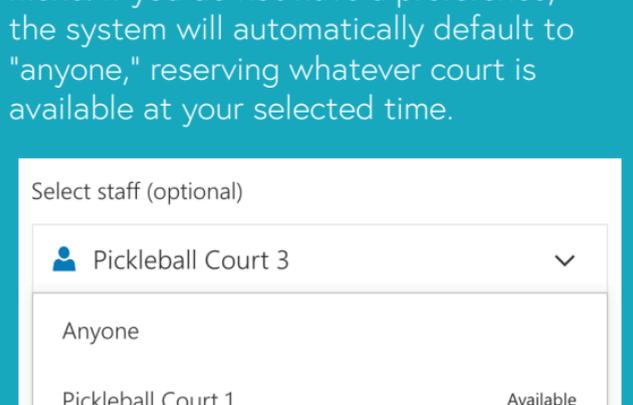
2 Select a Facility

Select the facility you would like to reserve.



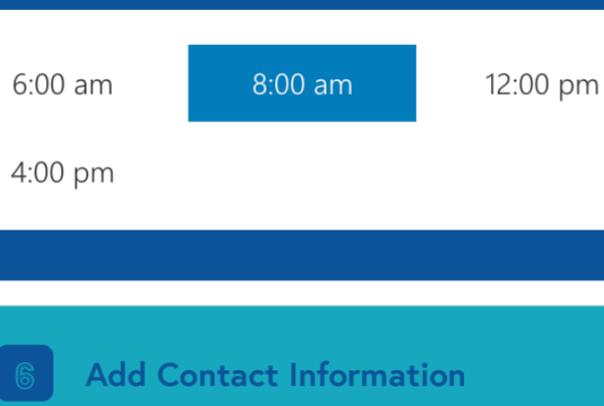
3 Select a Date

Once you've selected a facility, a list of available dates will appear, select one.



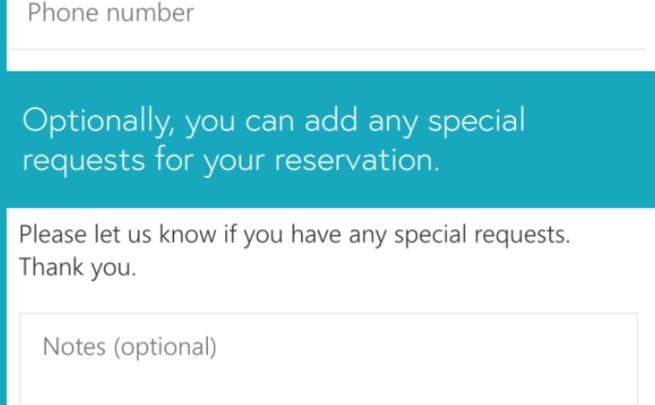
4 Select a Court (optional)

If you would like to reserve a specific court, select one from the drop down menu. If you do not have a preference, the system will automatically default to "anyone," reserving whatever court is available at your selected time.



5 Select a Time

Select a time for your reservation from the list of available time slots.



6 Add Contact Information

Add your name, college email, and contact phone number.

Name
Email
Phone number

Optionally, you can add any special requests for your reservation.

Please let us know if you have any special requests. Thank you.

Notes (optional)

7 Reservation Details

Enter your college ID number.

ID Number

Select your role from the drop down menu (student, faculty, staff).

Role
--select an option--
Student
Faculty
Staff
--select an option--

Select the number of people who will be sharing the court with you, if any (up to 3 additional participants are allowed).

How many other participants will you be sharing the court with?
--select an option--
1
2
3

Select the checkbox to acknowledge that you understand the terms and conditions of your reservation. To view the full set of terms, click on the link in blue.

I understand that I will be required to show my valid work/student ID and proof of daily health check clearance upon arrival to the athletic facilities. I agree to abide by all guidelines and expectations set forth by the College and the Department of Physical Education, including face masks and social distancing requirements. Failure to comply will result in loss of facility access privileges.
By clicking below you agree to these terms and conditions.

Click on the blue "book" button to complete your reservation.



8 Reservation Confirmation

Upon booking your reservation, you will receive a confirmation email. To save the reservation in your outlook calendar, open the .ics file and your confirmed reservation will appear. *Please note: Mac desktop users will need to save the file locally first and then drag it into your calendar.*

For Pomona College, please complete the Daily Health Check Form on the day of your reservation (there is a link in the confirmation email).

If you need to cancel or reschedule your reservation, your confirmation email contains a link to do so.

Please note that if you make a change to your reservation, you will need to delete your initial appointment from your calendar. If your reservation is rescheduled, you will receive a confirmation email with a new .ics file that you can add to your calendar.