



City of San Antonio Parks and Recreation Department Reserving a Gymnasium On-line

Start at SAParksandRec.com - Reservations: How To

[Start Your Reservation](#)

or visit the individual facility page and select view availability

Amenity	Details	Availability
Community Center - All	View Details	View Availability
Gym - Small	View Details	View Availability
Gym - Large	View Details	View Availability
Multi-Purpose Room - Medium	View Details	View Availability

Then select “Book It”

Facility Search

Home Page > Facility Search > Cuellar, Patrolman Richard Community Center > Cuellar, Patrolman Richard CC - All > Cuellar, Patrolman R. CC - Lg Gym > Facility Reservation Times

Facility Availabilities

Facility: Cuellar, Patrolman R. CC - Lg Gym
Center: Cuellar, Patrolman Richard Community Center

Today < March 2018 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	31 9:00pm to 11:00pm Book	2 7:00pm to 11:00pm Book	3 5:00pm to 11:00pm Book
4 8:00pm to 11:00pm Book	5 9:00pm to 11:00pm Book	6 9:00pm to 11:00pm Book	7 9:00pm to 11:00pm Book	8 9:00pm to 11:00pm Book	9 7:00pm to 11:00pm Book	10 5:00pm to 11:00pm Book

You will be directed to this screen

ExploreSA
FIND IT, CLICK IT, BOOK IT
City of San Antonio

Welcome, [My Account](#) | [My Wish List](#) | [Sign Out](#)

Home Activities Reservations Memberships [My Cart](#)

JOIN THE FUN!

Find It, Click It, Book It!

Welcome to the City of San Antonio. We are proud to offer a wide range of activities and events for the whole family!

[My Account](#)

Activities Search for Activities by Keyword(s) [Search](#)

- All individuals requesting a Gymnasium must first create an account. In order to create an account, please click on 'Create an Account' and complete all required fields.
- When creating your account, the email address you list will be used as your login name for future online use. During account creation, you will also be required to provide a password that will be used with your email address when logging in.
- Once your account has been created, please follow these steps to reserve a Gymnasium online.

Start by selecting 'Reservations' from the Tab Menu



Click on 'Book or Request Reservation'



Book or Request Reservation

To book or request a facility reservation, first log in with your username and password, or create a new account.

- If you are not already logged in to the site, you will be prompted to do so at this time by entering your email address (login) and your password.

A light blue login form. At the top, it says 'Already have an account?'. Below that are two input fields: 'Login' with the email 'ian.ferguson@denvergov.org' and 'Password' with masked characters. There is a checkbox for 'Remember me on this computer?' and a link for 'Forgot your password?'. A green 'Login' button is at the bottom. Below the login form is a section for 'Don't have an Account?' with a blue 'Create New Account' button.

After logging in (or creating an account), you will need to select 'Gymnasium' as the Event Type, type in a Description for the event (Example: Team Practice), and type in the Number of Guests that will be participating. Then click on 'Continue'

Reservation Event Information

Welcome to the Reservation Request Site!

A white reservation form with a blue header 'Reservation'. Below the header is a message: 'Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.' The form contains three fields: 'Event Type' is a dropdown menu with 'Gymnasium' selected; 'Description' is a text box with 'Team Practice' and a small note '(e.g., Johnson Wedding)'; 'Maximum Number of Guests' is a text box with '15'.

You will then be directed to the 'Reservation: Facility/Equipment Search' page. This is where you will narrow down the search criteria to select the specific facility you want to request. To proceed once the search criteria have been selected, click 'Continue'.

Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

Copernicus, Nicholas Park
 Crockett Park
 Cuellar, Patrolman Richard Cmty Ctr
 Cuellar, Patrolman Richard Park
 Culebra Creek Park

Any Area

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
 Gymnasium

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
 Cuellar, Patrolman R. CC - Lg Gym
 Cuellar, Patrolman R. CC - Sm Gym

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet of the requirements

Unspecified

When you have selected your requirements, click [Continue](#)

- You can filter down your selections, by highlighting a location, area, facility type, or specific facility. You may also highlight multiple selections – if you do, you will need to hold down the CTRL button before clicking on your next selection. Once you have completed highlighting your selections, click on 'Continue'.

On the next screen below, you will need to check the box under 'Select' and then click on 'Continue'.

Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	<input type="text" value="15"/>	<input type="text" value="0"/>	Cuellar, Patrolman R. CC - Lg Gym	Facility	Minute	Cuellar, Patrolman Richard Community Center 5626 San Fernando St San Antonio, TX 78237 (210) 207-7275

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

On the next screen, you will be prompted to select the date range that you would like to request the facility, by selecting the 'Begin Date' and 'End Date'. To proceed at this point, click 'Continue'.

Reservation Event Dates

Cuellar, Patrolman R. CC - Lg Gym cannot be reserved more than 365 day(s) in advance.
Cuellar, Patrolman R. CC - Lg Gym must be reserved at least 4 day(s) in advance.

▼ Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2018 ▼ Mar ▼ 24 ▼
-- AND --
Number of Weeks:
-- OR --
End Date: 2018 ▼ Mar ▼ 24 ▼

▼ Specify when the event starts

Start at: Exact Time ▼
Exact Time: 7:00 am pm

▼ Specify how long the event lasts

Duration: 2 (hours) 0 (minutes)

To review your event dates, click [Continue](#)

- Once typing in the beginning and ending date, you will need to specify the time you would like to request the facility. **DO NOT CHANGE THE 'START AT' DROP DOWN SELECTION – PLEASE LEAVE IT AT 'EXACT TIME'**
- Type in the time that your gym requests will begin and select 'am' or 'pm' (Ex: 5:00 pm).
- After typing in the time, select the 'Duration'. This is how long you wish your facility request to be. For example, if you want your request to be from 5:00 – 7:00 pm, you would enter 2 in the 'hours' field. Note: **All gymnasiums require a two hour minimum reservation.**
- Once you have entered the 'Duration', click on 'Continue'.

The next screen will give you an opportunity to review the dates that you have requested at the specific facility. These dates will be highlighted in yellow. This is also an opportunity for you to change the time to any of your requested dates or add new dates to your overall request. Please note that the highlighted dates are just the dates you have identified as your requests – at this point in the process, the system has yet to identify whether or not your selected facility, date, and time are available. To proceed, click 'Continue'.

Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.
* indicates a date which you have changed from the requested pattern of dates and times.

▼ March, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 9:00 pm 2 hours
25	26	27	28	29	30	31

When you are satisfied with the dates you have chosen, click [Continue](#)

Once you have reviewed all of your highlighted dates on the calendar (and made any necessary adjustments), click on 'Continue'. When directed to the next screen, if you see a red 'X' (as shown below) there is a conflict with the dates or times you have requested. This means that this facility is already reserved in the system for the dates/times you have selected.

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Cuellar, Patrolman R. CC - Lg Gym	Facility	Cuellar, Patrolman Richard Community Center 5626 San Fernando St San Antonio, TX 78237 (210) 207-7275	--	Charge : --	--	1 date is not available

Select All
Deselect All

When you have selected the facilities/equipment to reserve, click [Continue](#)

At this point, you would need to select different dates, times, or a new facility. To do this, you can click on the drop-down field (shown below) to select which step you would like to go back to.

Use the following list to go back to a previous step.

[Customize/Review Event Date\(s\)](#) [Go Back](#)

If the facility is available on the dates and times you selected, then you will see a screen like the one shown below. The checkbox will be checked next to the facility you've requested. If the facility is available, you will not see the red 'X'. To proceed at this point, click 'Continue'.

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Cuellar, Patrolman R. CC - Lg Gym	Facility	Cuellar, Patrolman Richard Community Center 5626 San Fernando St San Antonio, TX 78237 (210) 207-7275	--	Charge : --	--	0 Review selected time.

Select All
Deselect All

When you have selected the facilities/equipment to reserve, click [Continue](#)

You will then be prompted to review and acknowledge the waiver. To review the waiver, click on 'Parks – Facility Reservation Rules & Conditions' under the 'Description' heading. Once you have reviewed and agree to the waiver, you will need to type in your initials under the 'Agree to Waiver' heading. On this screen, you will also be required to answer the below custom question by selecting your answer from the drop down selections. To proceed at this point, click 'Continue'.

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="ABC"/>	Yes	Parks - Facility Reservation Rules & Conditions	--

Please answer the following questions (* - required).

Questions (* - required field)

Is this reservation for a practice?*

Is a volleyball net needed? Note: The small Garza, Cuellar and Ramirez small gyms do not offer volleyball nets.*

Do you understand that reservation hours you selected must include time to set up and take down net, which could take up to 30 minutes each to set up and take down?* Yes

When you are done, click

- For gymnasium reservations, questions must be answered.
- You must acknowledge if the reservation is a practice or not. (No food and drink permitted with practices.)
- You must acknowledge if the reservation is for volleyball.
- You must acknowledge that for volleyball reservations, your reservations time must include time for staff to set-up and take-down the volleyball net. This could take up to 30 minutes for each.

A pop-up box will appear confirming the fee for the reservation based on your responses to the questions. Click 'OK' to proceed.

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="ABC"/>	Yes	Parks - Facility Reservation Rules & Conditions	--

Please answer the following

Questions (* - required field)

Message from webpage

 The total fee is updated from \$0 to \$60.00 according to the answers. Do you want to proceed to next step?

Is this reservation for a practice?*

Is a volleyball net needed? Note: The small Garza, Cuellar and Ramirez small gyms do not offer volleyball nets.*

Do you understand that reservation hours you selected must include time to set up and take down net, which could take up to 30 minutes each to set up and take down?* Yes

When you are done, click

The last step in the process is to review the dates you have requested and click on 'Continue'. By clicking on 'Continue', your reservation request is finalized.

Reservation Review

This is the final step in requesting your reservation!

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$60.00**. Our staff will contact you to confirm your request and obtain final payment.

Cuellar, Patrolman R. CC - Lg Gym at Cuellar, Patrolman Richard Community Center

#	Day	Date	Time
1	Saturday	Mar 24, 2018	7pm to 9pm

If the above dates and times are correct, click [Continue](#)

You will be directed to the Payment Information screen where you can enter credit card information. Click 'Continue' to process payment.

Payment Information

▼ Payer Information

Name: _____
 Billing Address: SA, TX 78211
 Total Charges: \$32.00

Form of Payment

Credit Card Credit Card Type:
 Card Number:
ACT* or Active Network will show up on your credit card for this payment.
 Card Expiration:
 Security Code: [What is my Security Code?](#)
 Save this Credit Card for My Future Transactions

I am 13 years of age or older
(Federal law prohibits anyone under the age of 13 from submitting payment.)

Confirm your payment information, then to complete your order click [Continue](#)

You will be directed to the receipt page where you can review your receipt.

Reservation Receipt

ACTIVE

THANK YOU!
 For Your Reservation!
 Your Permit number is 2437
 Please print this receipt and keep a copy for your records.

Prepared: _____
 Status: Approved
 Notes: --

SA, TX 78211
 Email: _____
 (210) _____

▼ RESERVATIONS

Event	Resource	Center	Notes
Team Practice Type: Gymnasium Attend Qty: 15	Cuellar, Patrolman R. CC - Lg Gym	Cuellar, Patrolman Richard Community Center 5620 San Fernando St San Antonio, TX 78237 (210) 207-7273	--

Day	Days Reserved	Date	Event Begins	Duration	Date	Event Ends	Time
Saturday	Mar 24, 2018	7:00 PM	2 hours	Mar 24, 2018	9:00 PM		

Total Number of Dates: 1
 Total Time: 2 hours

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Gymnasium Rental - Practice	Team Practice #2637 Cuellar, Patrolman R. CC - Lg Gym	\$30.00	2.00	--	\$60.00

Once you see your receipt, your reservation is complete. **Please print a copy to have with you at the time of your reservation.**