

Basketball Court Scheduling Procedures

Dear Event Organizer,

Thank you for your interest in scheduling the basketball court for your upcoming event. Please follow the procedures outlined below to ensure a smooth reservation process:

1. Reservation Request

Submit your reservation request at least two weeks prior to your event date. Include the following details:

- Event Name
- Date and Time of Event
- Expected Number of Participants
- Contact Information

2. Confirmation

Upon receiving your request, we will confirm the availability of the court and send you a confirmation email within three business days.

3. Payment

A deposit of 50% of the total rental fee is required to secure your reservation. Payment methods include credit card, bank transfer, or cash.

4. Cancellation and Refund Policy

If you need to cancel the reservation, please notify us at least 48 hours in advance for a full refund of your deposit.

5. Rules and Regulations

All participants must adhere to the facility's rules and regulations, including maintaining sportsmanship and proper conduct.

We look forward to hosting your event! Should you have any questions, please feel free to contact us at [Contact Email] or [Contact Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]