

## ONLINE COURT RESERVATION INSTRUCTIONS

1. Please go to our online reservation website at:  
**South San Francisco** >> <https://bbcspf.ezfacility.com/>  
**Milpitas** >> <https://bbcmilpitas.ezfacility.com/>
2. If you have not booked online with us before, please create an account first.
3. Select the **Day(s)** of the week you are searching for. (ie. Sunday) A **RED** circle indicates the day is *selected*. A **GREY** circle indicates that day is *not selected*.
4. Select the **start date to begin the search**. (ie. 6/6/2021)
5. Select the **time duration** for your court rental and then the **time frame** you want to search between. (ie. for 2 hours, sometime between 12:00pm-5:00pm)
6. Click the **Search** button below.
7. Once you see the time slot that you are looking for, click on the red **BOOK** box to the right of the time slot, and a pop-up will appear asking you to enter your payment information. Once you've finished making the reservation, you should get an email receipt sent to the email address you provided.

## COURT RESERVATION RULES

1. Court reservations must be booked at least 24 hours in advance.
2. Any changes or cancellations must be received by email([info@baybadminton.com](mailto:info@baybadminton.com)), at least 24 hours in advance. Any cancellations or changes made less than 24 hours of the reservation are subject to a cancellation fee or lesser refund.
3. Participants are only allowed to check in at the Front Desk within 5 minutes prior to the reservation start time and must leave within 5 minutes of the reservation end time.
4. Maximum of 6 people per court rental. Additional \$10/hr for each additional person.
5. There's no rotating in/out of new players.
6. Players are only permitted to use the court BBC assigns to them for their court rental.
7. If participants wish to continue playing after their reservation has concluded, participants must each pay for a drop-in entry.
8. Court rentals can only be used for recreational play and not for training lessons.
9. Bay Badminton Center holds the right to cancel any reservation, if necessary.