

**To reserve a Racquetball Court, please follow the steps listed below:**

A Racquetball Court can be utilized for racquetball, walleyball and/or badminton.

- Click on the link "Racquetball Courts (3 courts)" from the previous screen, which will take you to mycampusrec.eku.edu
- Log into your account, by clicking "Log In" in the top right corner
- Scroll down and click on the "Reservations' icon
- On the next screen, choose which Racquetball Court you would like to reserve
- From there, select the time frame you would like to reserve the court for
- A "New Booking" box will then appear
- In the "New Participant using" box, type in the name of each person that will be participating in the reservation
- For each person, change the dropdown menu to "Name" and click the "Add" box
- Once finished, click "Reserve Now".
- You will receive an email confirmation of your reservation

**Reservation Guidelines:**

- Reservations can only be made for a 60 minute time frame.
- Reservations should be made at least 1 day in advance.
- Reservations should be kept to 4 people in total.
- Only two 60 minute reservations can be made by the same person in the same day.
- Only 1 Racquetball Court can be reserved at one time.

**To cancel a reservation:**

- Click on your name in the top right corner and then on "Profile"
- On the next screen, click "Court Bookings"
- From there, select the reservation you would like to cancel