



HVTC Updated Payment Policy Effective August 1, 2026

All Members and Non-Members (other than Guests) are required to have a CourtReserve account with a completed Payment Profile, containing current credit card or bank account information.

At any time, you may pay for individual transactions. You may also wait to pay until you receive your monthly invoice. Invoice payments are due in full; **we do not accept partial payments.**

On the first day of each month, you will receive an emailed* invoice from CourtReserve for the previous month's balance. You should review your invoice immediately and alert the front desk if you have any questions.

*If you are not receiving emails from notifications@courtreserve.com, please refer to the [QuickGuide](#).

To make any payment, you may:

- Initiate payment in your CourtReserve account.
- Pay at the front desk by cash, check, or credit card.
- Mail a check to the P.O. Box.

If your invoice balance is not paid by the 15th of the month it's due, HVTC will "auto-collect" the balance using your Payment Profile. The first auto-collection will take place on October 15, 2026 (for September's balance) and the 15th of each month thereafter. Auto-collect does not change your right to question any charges, including membership renewals. Please call the front desk and we will help resolve any issues.

Please remember to keep your CourtReserve contact information and Payment Profile current.