

TENNIS COURT INFORMATION AND RENTAL POLICY

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Facility information
<p>The City of Menlo Park tennis court facilities are available to community members in order to provide and promote recreation programs.</p> <p>Menlo Park has sixteen tennis courts including Burgess Park (2), Nealon Park (5), Willow Oaks Park (4), Kelly Park (2), and La Entrada School (2).</p> <p>Lights are available at Burgess, Nealon, Kelly, and Willow Oaks Parks (courts 2 and 3).</p> <p>Tennis Courts are available to the public from sunrise to sunset (or 10 p.m. at lighted tennis courts).</p>
Fees
<ul style="list-style-type: none">• All of the fees required to use the Tennis Courts are stated in the City of Menlo Master Fee Schedule. The Master Fee Schedule is updated by Community Services staff each year. The City reserves the right to increase fees to offset administrative and maintenance costs.• The purchase of an annual key is required to access all courts; lost or stolen keys are replaced at key owner's expense.• Tennis Court rental fees will be determined per hour per court. In the event that the rental party does not have a tennis key, an annual or Day Use key will need to be purchased at the current rate. Day Use keys must be returned by noon the day following the rental or the rental party will be charged an additional day for up to 7 consecutive days. If the key has not been returned the yearly tennis key fee will be applied. Please note, the day you receive the key will be recorded as the first day of the Day Usage.• Rental groups will be charged for the available dates and times reserved on the Tennis Court Reservation Form. Rainouts will be refunded, but cancelled practices or matches by the leagues or coaches will not unless rental office is notified in writing prior to the start time of the rental.
School use agreement
<p>Tennis Courts on school sites are open to the public when school is not in session including after school hours, weekends and during the summer time.</p> <p>Schools with a Joint Use Agreement with the City may have permission to use tennis courts not on school premises. School court usage will be limited in the number of hours, days, and courts.</p>
Rental reservations
<p>The City of Menlo Park limits tennis court reservations in order to provide optimum court space for the public and community use.</p> <p>Private or non-profit groups are allowed to rent the City of Menlo Park tennis courts on a first-come, first-served basis.</p> <p>When possible, 50% of each court site will be accessible to the general public. City reserves the right to reserve additional courts when needed for activities such as city programs, tournaments, summer camps, and other uses. City of Menlo Park schools are allowed to rent court space for their tennis teams when courts are not available at school sites.</p> <p>Rental groups are limited to only the activities specified on their approved reservation agreement.</p> <p>An organization renting the Tennis Courts must provide adequate insurance to the City of Menlo Park prior to the start of the activity. All groups must provide a certificate of insurance naming the City, its employees, agents and officers as an additional insured.</p> <p>No reservation is confirmed until the completed reservation form has been approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the policies listed therein.</p>
Tennis courts priority
<ol style="list-style-type: none">1. School use (at school sites and during school hours only)2. City sponsored programs3. School or school affiliated rental groups4. Private or non-profit rentals (More than 50% residents)5. Private or non-profit rentals (Less than 50% residents)6. General public use

Tennis keys
<ul style="list-style-type: none"> • Available for purchase at the Arrillaga Family Gymnasium and Onetta Harris Community Center. • Keys are valid January 15th-January 14th of the following year. • Notices on the message centers (located at each tennis court site) will be posted to remind users when to purchase their new key for the year and other important information. • Schools will be given an adequate number of keys for school use only. The keys cannot be duplicated and should not be loaned out for any unauthorized use. • Tennis key holders may not use the courts for private lessons or other for-profit uses unless they have rented the court for this specific use.
Maintenance of tennis courts
<p>City staff will provide cleaning and maintenance of the tennis courts on a regular basis. Public should notify Community Services of any maintenance issues with the court surface, tennis nets, tennis door locks, lights, etc.</p>
Closures
<p>Community Services reserves the right to close any tennis court for scheduled maintenance or for safety reasons.</p>
Unauthorized use
<ul style="list-style-type: none"> • Private lessons without a rental agreement. • Sports Camps/Clinics not sponsored by the City of Menlo Park without a rental agreement. • Tennis Court rental groups may not loan or sublet to any other organization or individual any of the privileges or services provided by the City. • Tennis Courts shall be used only for Tennis play and specifically related activities. Wheeled vehicles, pets of any kind or non-Tennis sports are strictly prohibited.
Rental information
<p>The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot.</p> <ul style="list-style-type: none"> • Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times. • All participants and renters must exit the area at the conclusion of the scheduled rental time so other programs may begin on time or open for public use. • Renter is limited to conducting only the activities specified in their rental contract. • No amplified sound is allowed. • Storage is not available either before or after the event. • No vehicles are allowed on sidewalks or non-designated areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas. The City reserves the right to request participants in any of the programs or renters to park vehicles in specified areas if needed. • Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down. • Renters are responsible for all of their personal belongings. Personal belongings should not block any walkways or be left in areas that could result in safety hazards. • No decorations or signage are allowed. City staff must approve posting of signs or materials prior to posting at the tennis courts. • Renters shall replace or be billed for any destroyed or damaged City equipment or property. • All areas are to be left clean after any activity or rental. Groups are required to dispose of all garbage from the premises. • No eating, smoking, alcohol, or gum on the courts. Only water is allowed on tennis courts. • No wheeled vehicles allowed (skateboards, bicycles, in-line skates, scooters, etc.). • Only tennis shoes are allowed on tennis courts.

TENNIS COURT RESERVATION FORM

Community Services
 Arrillaga Family Gymnasium
 600 Alma St., Menlo Park, CA 94025
 tel 650-330-2220 fax 650-330-2242



Organization name:						Contact name:											
Phone:						Email:											
Address:						City:			State:			Zip:					
Estimate attendance:						Type of use:											
Certificate of Liability Insurance Included:												<input type="checkbox"/> Yes			<input type="checkbox"/> No		
Tennis Court(s)																	
Park Name & Number		Day		Date		Start Time		End Time		Total Hours							
HOURLY RENTAL RATE \$						TOTAL RENTAL FEES \$											
BALANCE AMOUNT \$						BALANCE DUE DATE / /											

I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, equipment, or premises as a result of the occupancy if said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.

Signature _____

Date _____

Payment information

Cash Check Visa Mastercard

Please make all checks payable to: City of Menlo Park. **Note: There is a \$30 charge for returned checks.**

Account # _____ Exp. _____ Account Holder Name: _____

I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.

Authorized Signature: _____

OFFICE USE ONLY:

Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____