



Administrative Policy

Title: Tennis Court Reservation Administrative Policy and Procedure				
Administered By: Library & Recreation Services (Recreation)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
06400.007	UNKNOWN (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)
Issued: UNKNOWN
Revised: N/A

TENNIS COURTS
RESERVATION ADMINISTRATIVE POLICY AND PROCEDURES

1. Corona based non-profit groups may reserve four (4) tennis courts at any one time at either Mountain Gate Community Park or Kellogg Park for organized tournament or league play during non-prime time hours.
2. Non-prime time hours will be from 9:30 a.m. to 3:00 p.m., Monday through Friday. Prime time hours will be from 6:00 a.m. to 9:30 a.m., and from 3:00 p.m. to 10:30 p.m., Monday through Friday, as well as all day on Saturday, Sunday, and all holidays.
3. During non-prime time hours, there will be six (6) hour per week limit on reservations for each not-for-profit group. Reservations will be limited to a total of fifteen (15) hours per week by all not-for-profit groups during non-prime time hours.
4. Mountain Gate Community Park and Kellogg Park may not be reserved at the same time.
5. Applications to reserve the tennis courts may be received up to three (3) months in advance, and reservation of the tennis courts will be handled on a first come, first served basis.
6. Non-profit groups requesting to reserve tennis courts during non-prime time hours must consist of a minimum of eight (8) players. Groups will be required to provide a roster of players complete with addresses to the Department when the application is submitted for use of the tennis courts.
7. Corona based non-profit groups, consisting of a minimum of eight (8) Corona residents, will be required to pay a per hour, per court rental fee, established as part of the City's Master Fee Resolution, during non-prime time hours. Nonresident non-profit groups, consisting of less than eight (8) Corona residents, will be required to pay a per hour, per court rental fee, also established as part of the City's Master Fee Resolution, during non-prime time hours. The rental fee reserves the tennis courts as is, and no additional maintenance will be provided to improve the conditions of the tennis courts for reservations.
8. Individuals or groups will not be allowed to reserve tennis courts in order to make a profit or to teach private lessons.
9. Groups will be responsible for posting a reservation notice at the tennis court.
10. A Certificate of Commercial General Liability Insurance for at least \$1,000,000 naming the City of Corona as an additional insured will be required at the time fees are paid by groups reserving tennis courts. As set fourth in the Fee Resolution.
11. Order of priority for reservation of tennis courts will be as follows:
 1. Parks and Community Services Department Programs.
 2. Non-Profit Groups.
13. Reservations of tennis courts during prime time hours will be allowed for Department programs and non-profit groups if approved by the Parks and Community Services Department.
14. Violation of any part of this policy will result in an immediate cancellation of the group's reservation and the right for future reservations.