



# Hayward Area Recreation and Park District

1099 'E' Street, Hayward, CA 94541

881-6700

## TENNIS COURT RESERVATION POLICY

### **I. General Policy**

The tennis facilities, under the jurisdiction of the Hayward Area Recreation and Park District, are intended for recreational use by the residents of the Hayward Area Recreation and Park District in conjunction with the District's activities.

### **II. Hours of Operation**

The District maintains a total of 32 lighted courts at ten (10) locations. These courts operate 7 days a week from 6:00 a.m. to 10:00 p.m.

### **III. Reservation Guidelines**

#### **A. League and Tournament Reservations**

A league shall be defined as any organization that sponsors and conducts tennis team competition. For example: The United States Tennis Association (USTA) and the Bay Area Ladies League are two Leagues that organize local team competition. Representatives of league teams, normally the Team Captain, will request court reservations for their league competitive matches.

A Tournament shall be any tennis competition for individuals or groups conducted as a one time event and advertising itself as a "Tournament." For example: The First Annual San Leandro Tennis Tournament, August 14-15, 1994, 8:00 a.m. to 5:00 p.m., Bay Trees Tennis Park.

Recognizing that League and Tournament competition are an integral part of a well rounded community tennis program, a selected number of courts are made available for tennis reservations on a first come, first served basis. League and Tournament reservations are authorized under the following guidelines:

1. A portion of each available tennis complex throughout the District shall be available for league and tournament reservations for not more than:
  - a. Two (2) weekend days per month. (Saturday and Sunday) per League reservations.
  - b. Four (4) weekend days per month (Saturday and Sunday) per Tournament reservations.
  - c. One (1) week night per week (Monday through Friday) per League and Tournament reservations.
2. Weekend hours shall be 6:00 a.m. to 5:00 p.m., daytime; and 5:00 to 10:00 p.m. for evening hours. Week night hours are consistent with weekends; 5:00 to 10:00 p.m. There shall be a maximum of 11 hours per day authorized for tournament reservations and a maximum of three (3) hours per day for League reservations.



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3. All request must be received at least ten (10) working days in advance of League and Tournament starting date (see item IVc), and may be scheduled a maximum of three months in advance.
4. The requesting organization, or individual, shall not hold more than one (1) permit at one time, and shall be ineligible to submit another request until sixty (60) days after current permit starting date.
5. Each request shall be limited to one tennis site complex.
6. No more than 50% of District tennis sites shall be scheduled for League and Tournament reservations at any one time, and the number of courts available at each site shall be in accordance with the attached schedule.
7. Only companies, organizations, agencies, and individuals located within the Hayward Area Recreation and Park District will be eligible to receive League and Tournament reservations.
8. Reservations shall not be permitted to individuals, groups, associations, clubs, or organizations desiring such use for "private gain," which term is defined and herein to mean use for the principal purpose of making a profit not pledged to be devoted to public or welfare uses.
9. Courts will not be available on holiday weekends without the approval of the Department Head.

### B. Private Court Reservations

All District tennis courts are available to the general public on a first come, first served basis. They are however, available for private reservations as follows:

1. Individuals or groups may come to the District Office, 1099 "E" Street, Hayward, weekdays between 8:30 a.m. and 5:00 p.m. to make their reservations prior to court use. Reservations may be made by phone, but must be paid within three days or are subject to cancellation. Reservations are also accepted by FAX with a credit card.
2. Number of courts and hours available for private reservations shall be same as for tournament and league reservations.
3. \*Reservations may be made one month in advance of the date desired and are available on a first come, first served basis.
4. Reservations will not be made for holiday weekends without prior approval of the Department Head at least ten (10) workings days in advance.
5. Fee is \$9.00 per hour/per court.
6. A receipt will be given to the individual or groups stating the court, time, and date of reservation.
7. \* Each permit shall be limited to one tennis court per day, not to exceed two hours. The maximum number of permits that may be held at any one time is four (4).
8. Reservations are not posted by the Recreation District.



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9. If the individual or group does not have their reservation receipt with them, then the courts will be available to everyone on a first come, first served basis.

\*Long term reservations are available for periods of up to 90 days subject to approval on an individual basis

### C. Long Term Reservations

Long Term Reservations may be made by an individual or group and shall be any reservations for the same days and times of the week for a period of one (1) month to three (3) months. For example: Mr. Jones reserves courts 3 and 4 at Bay Trees Tennis Park, for Tuesdays, 7:00 p.m. to 9:00 p.m., October 8, 15, 22, 29.

1. Individuals or groups may make a court reservation(s) up to 90 days in advance.
2. These reservations shall be for no more than one-half of tennis courts available at a facility for a maximum of three hours per day and for no more than two (2) days in any one week.
3. These reservations must be paid in advance and no refunds will be given unless there is a cancellation by the Recreation District, or due to rain.
4. Only companies, organizations, agencies, and individuals located in the Hayward Area Recreation and Park District will be eligible to receive long-term reservations.
5. Long-term reservations may be renewed after 60 Days, and must be renewed prior to their 90 day termination date, or they may become available for new applicants. Renewals will be for 90 day time periods.
6. Holidays will be excluded from long-term reservations.
7. All long-term reservations are subject to cancellation by the Recreation District.

### IV. Reservation Fees

- A. A fee of \$9.00 per hour/per court will be assessed for league competition.
- B. Fees must be paid in full within three (3) working days after approval of request for reservations.
- C. Those requests approved less than (10) working days in advance of the tournament or league play must be paid in full upon approval.



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## V. Facilities

A portion of the courts at all tennis sites are available for tournament reservations as per the following schedule:

Site	Number of Courts	Courts Available for Reservations
Bay Trees	6	3
Castro Valley	3	2
Gordon E. Oliver	3	1
McConaghy	4	2
Memorial Park	2	1
Mervin Morris Park	6	3
Mt. Eden Park	4	2
Southgate Park	2	1
Stonybrook Park	3	2
Weekes Park	4	2



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**APPLICATION FOR USE OF TENNIS FACILITIES**

Date March 26, 2009

Name of Organization \_\_\_\_\_

Representative \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_

Facility: \_\_\_\_\_

Court(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_

Service Charge: \_\_\_\_\_

SPECIAL NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CC: Kerrilyn Ely, Recreation Supervisor

Park Rangers

Jill Bragg  
Superintendent of Recreation

Please Note: No refunds will be given unless there is a cancellation by H.A.R.D., or due to rain. All long-term reservations are subject to cancellation for H.A.R.D. activities.



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