



# City of Dublin

## Tennis Courts Reservation Policies, Rules and Fees Schedule

### 1. Rental Categories

- **Public Agencies:** Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.
- **Non-Profit Organization:** Organized non-profit groups with current 501(c) (3) or 501(c)(4) IRS status. The submission and approval of a "Non-Profit Organization Verification Form" must be on file with the City.
  - \*Groups applying under the Non-Profit Organization classification must have an "Organization Verification Form" on file with the following two documents:
    - 1) Bylaws
    - 2) Current I.R.S. Tax Exempt Letter.
  - Groups claiming Dublin Sports League Organization must provide a current membership roster.
    - For Youth Sports League Organizations, 75% of membership must reside in Dublin and for Adult Sports League Organizations, 51% membership must reside in Dublin. **Applications will not be accepted without these items.**
- **Resident:** Individuals must reside or own property within Dublin City Limits
- **Non -Resident:** Individuals not residing within Dublin City Limits
- **Commercial Uses:** Companies or individuals whose events have an admission fee or include the sales of goods or services.

### 2. Rental Categories Dates

Rentals will be accepted on a quarterly basis as follows:

Rental Dates	Public Agencies, Dublin Sports Leagues and Resident	Non-Resident and Commercial
January – March	November 15	December 1
April – May	February 15	March 1
June – August	April 15	May 1
September – December	July 15	August 1

### 3. Rental Process

- To rent the tennis courts that are available for reservation, a Tennis Court Use Application must be submitted for review and approval in-person at the Shannon Community Center, 11600 Shannon Avenue, 8:00 AM – 5:00 PM, Monday through Friday
- The applicant must be the "user" of the facility
- Identification confirming residence address will be required for those applicants claiming Dublin resident status
- Approval can take up to five (5) business days and notification of application status will be e-mailed

### 4. Rental Deposit

For rentals that are for league play, a tournament or commercial use, a **\$100.00 Deposit** is due at the time that the application is submitted. The deposit is refundable provided that there are no violations of the Tennis Court Use Policy and/or excessive cleaning or damages to the tennis courts. Deposits will be refunded within 30 days after rental completion providing there are no violations of the Tennis Court Use Policy and/or excessive cleaning needed or damages to the tennis courts facilities.

**5. Rental Fee Balance**

All fees are due within **ten (10) business days** after receipt of invoice and approved application or upon application submittal, if the application is received less than six (6) weeks before the requested rental date. Checks should be made payable to: City of Dublin. Cash, VISA, MasterCard, Discover and American Express are also accepted. *Payments not received by the due date may result in cancellation and forfeiture of the deposit (as applicable).*

**6. Insurance Certificate**

*The insurance is due at least ten (10) business days prior to rental use.*

- For rentals that are for league play, a tournament or commercial use, all applicants shall provide the City of Dublin with a valid Certificate of Liability including the endorsement page written through carriers acceptable to the City of Dublin. Such certificate shall provide bodily injury and property damage liability protection at a **minimum of \$1,000,000 per occurrence**. The applicant must be specified as the insured. The certificate shall name the *“City of Dublin, its officers, employees, agents and volunteers”* as an **“additional insured”** in conformance with the hold harmless agreement as outlined in the Tennis Court Use Application and must specify that the applicant’s insurance shall be **primary to any insurance carried by the City of Dublin and/or Dublin Unified School District**. The certificate shall be properly executed with the original signature of the authorizing agent of the insurance company.

**7. Cancellations**

The person listed as applicant on the Tennis Court Use Application must provide cancellation/change requests in writing (emails submitted from the applicant’s email address are acceptable). Refunds will be handled as follows based on the date of written notification prior to the rental date:

<b>30 days or more</b>	<b>29 days or less</b>	<b>Rainouts</b>
Security deposit and rental fees refunded less \$5 processing fee.	Security deposit and 50% of rental fees refunded.	Credit will be issued for cancellations due to rain if the office is notified within 48 hours (via phone or email) after scheduled rental date.

**8. Tennis Court Rules**

- The minimum rental is one (1) hour.
- Individual and group rentals are limited to one booking per week, Sunday through Saturday.
- Rental hours of use must include the amount of time needed for use, including set up and clean up.
- Refunds are not given for hours not used.
- Court rentals must be vacated by the time specific on the approved Tennis Court Application.
- Tennis Courts are for tennis use only. Bikes, skateboards and other uses unrelated to tennis use are prohibited.
- Only non-marking tennis shoes allowed on courts.
- For walk-on use there is a game limit of two-consecutive sets or a maximum of one (1) hour of play when players are waiting. Children and adults have equal priority.
- Storage is not available either before or after use.
- Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
- The consumption, serving and/or selling of alcoholic beverages is not permitted in City of Dublin parks.
- Prohibited:
  - Use of generators
  - SMOKING in City of Dublin parks
  - Paste, tack, glue or post any sign, placard, advertisement or inscription, or to erect any sign in the park

- Selling, vending, or peddling items
- Use of amplification equipment
- Requests for exceptions to the policy must be submitted in writing no less than ten (10) business days prior to the rental date and receive written approval from the Parks and Community Services Director, or designee.

**9. Tennis Court Locations**

*All lights are self-operated and are programmed to shut-off by 10:00 PM daily.*

Location	Court Quantity	Lights*	Reservations	Days of Operation
Dublin High School	8	No	Yes	Sa & Su, School in Session Su – Sa, School not in Session
Emerald Glen Park	4	Yes	Yes	Daily
Fallon Sports Park	4	Yes	Yes	Daily
Kolb Park	2	Yes	No	Daily
Schaefer Ranch Park	1	No	No	Daily
Sean Diamond Park	1	No	No	Daily

**10. Court Availability**

To provide an adequate number of courts available for walk-on use by the community, the courts available for reservation are listed below:

Location	Courts Available for Reservation	Lights
*Dublin High School	Courts 1 through 5	No
Emerald Glen Park	Courts 3 and 4	Yes
Fallon Sports Park	Courts 1 and 2	Yes

*\*Dublin High School Tennis Complex*

- *School not in Session, Daily, 7:00 AM to Sunset*
- *School in Session, Saturday and Sunday ONLY, 7:00 AM to Sunset*

**11. Walk-On Use**

Following time periods at Emerald Glen Park, Fallon Sports Park, Kolb Park, Schaefer Ranch Park, Sean Diamond Park, Dublin High School:

- Weekday Use 7:00 AM – 5:00 PM, Monday – Friday
- Weeknight Use 5:00 PM – 10:00 PM, Monday – Friday
- Weekend Use 7:00 AM – 10:00 PM, Saturday – Sunday

**12. Group Availability**

- A maximum of two (2) groups will be allowed to reserve the courts for weekday play per week.
- A maximum of two (2) groups will be allowed to reserve the courts for weeknight play per week.
- A maximum of one (1) group will be allowed to reserve the courts for weekend play per week.
- A maximum of three (3) hours per day will be available for each rental.

### 13. Tennis Court Rental Fee Schedule

<b>Rental Category</b>	<b>Per Court Hourly Fee</b>
Public Agencies	\$ 5.00
Non-Profit Organizations	\$ 5.00
Residents	\$10.00
Non-Residents	\$12.00
Commercial Residents	\$15.00
Commercial Non-Residents	\$18.00

*The City of Dublin reserves the right to refuse to grant use of the City's tennis courts to any person or group if such use is deemed to be contrary to the best interest of the City and/or its residents*



# Tennis Courts Rental Application

Phone: 925-556-4500

Email: parksandcommunityservices@dublin.ca.gov

Staff: \_\_\_\_\_

Reservation Number: \_\_\_\_\_

## FACILITY INFORMATION

FACILITY:  Emerald Glen Park  Fallon Sports Park  Dublin High School

COURTS:  #1  #2  #3  #4  #5

## RENTER INFORMATION:

CATEGORY:  Public Agency  Dublin Sports Leagues  Non-Profit  Resident  Non-Resident  Commercial

Name of Responsible Party: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

## RENTAL DATE INFORMATION:

NAME OF USE: \_\_\_\_\_

USE TYPE:  Practice  League Game  Tournament Game  Commercial Use  
 Other: \_\_\_\_\_

ANTICIPATED TOTAL ATTENDANCE: \_\_\_\_\_ CHILDREN IN ATTENDANCE: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ AM/PM End Time: \_\_\_\_:\_\_\_\_ AM/PM

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ AM/PM End Time: \_\_\_\_:\_\_\_\_ AM/PM

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ AM/PM End Time: \_\_\_\_:\_\_\_\_ AM/PM

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ AM/PM End Time: \_\_\_\_:\_\_\_\_ A M /PM

Please circle all that apply:

Admission/Donation (Fundraiser): Yes/No Proceeds for: \_\_\_\_\_

Open to the public: Yes/No

Insurance form submitted Yes/No

Deposit Paid Yes/No

## TENNIS COURTS RESERVATION POLICIES AND GENERAL RULES:

Initial \_\_\_\_\_ By submitting a Tennis Courts rental agreement; I have read, agree to and will abide by the Tennis Courts policies and rules.

## HOLD HARMLESS AND COMPLIANCE AGREEMENT:

The undersigned, hereby agrees to be responsible for any damage to the Tennis Courts occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the City of Dublin, its officers, agents, employees and volunteers, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers, agents, employees or volunteers. The undersigned has received a copy of the Tennis Courts Use Policy and agrees to comply with the rules and regulations listed therein.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization