



# CITY OF DUBLIN TENNIS COURT USE POLICY

The City of Dublin operates tennis courts at Dublin High School, Emerald Glen Park, Fallon Sports Park, Kolb Park, and Schaefer Ranch Park. During those times when the tennis courts are not used for City sponsored programs, the courts are available for walk-on use or rental by the community for casual, league or tournament play. The Tennis Court Use Policy establishes rules, regulations, procedures and fees governing the use of the tennis courts. Use of the tennis courts is for tennis activities only.

Location	Court Quantity	Lights*	Reservations	Days of Operation
Dublin High School	8	No	Yes	Su – Sa, Jun 16 – Aug 15 Sa & Su, Aug 16 – Jun 15
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

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

## CLASSIFICATIONS OF USERS

- Group 1 **Public Agencies:** (agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.)
- Group 2 **Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, and Homeowner Associations:** Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Dublin community. The organization’s membership must be at least 51% Dublin residents. An organizational file must be completed on an annual basis to receive the priority and fees of this classification. Regional and National non-profit groups that do not meet the 51% resident membership requirement may submit a letter addressed to the Parks and Community Services Department that demonstrates the direct community benefit of the facility use. Such letters will require the approval of the City Manager or his/her designee.
- Group 3 **Individuals or Other Groups:** Individuals or groups who do not meet the criteria listed above.
- a) Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents)
  - b) Non-Resident
- Group 4 **Commercial Uses:** Companies, groups, or individuals whose events have an admission fee or include the sales of goods or services.
- a) Resident (Company or group facility must be located in the Dublin City Limits and have current City of Dublin Business License. If there is no company or group facility, the person responsible for the event must reside or own property within the Dublin City Limits)
  - b) Non-Resident

## RESERVATION PROCEDURE

Reservations will be accepted on a quarterly basis as follows:

Rental Dates	Groups 1, 2, 3 Resident	Groups 3 Non-Resident, 4
January – March	November 15	December 1
April – May	February 15	March 1
June – August	April 15	May 1
September – December	July 15	August 1

1. In order to reserve the tennis courts that are available for reservation, a Tennis Court Use Application must be submitted for review and approval. Approval can take up to five (5) business days and notification of

application status will be e-mailed. Applications must be submitted in person at the Shannon Community Center, 11600 Shannon Avenue, Dublin during business hours. The applicant must be the "user" of the facility. Identification confirming residence address will be required for those applicants claiming Dublin resident status.

**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.

**PLEASE NOTE: Occasionally it may be necessary to reschedule, relocate or cancel a previously approved request. In this event, the group or individual will be given as much advanced notice as possible.**

**PAYMENT SCHEDULE**

1. At the time the application is submitted, the \$100 security deposit is required (as applicable for tournaments, league play or commercial use).
2. Payment of rental fees is 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.
3. Payments not received by the due date may result in cancellation and forfeiture of the deposit (as applicable).
4. Security 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. Payment can be made by VISA, MasterCard, American Express, Discover Card, check, money order or cash. Checks or money orders must be payable to the City of Dublin.

**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.

<b><u>Location</u></b>	<b><u>Courts Available for Reservation</u></b>	<b><u>Lights</u></b>
Dublin High School	Courts 1 through 5	No
Emerald Glen Park	Courts 3 and 4	Yes
Fallon Sports Park	Courts 1 and 2	Yes

Additionally, availability of the courts for rental is limited as follows:

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

The tennis courts are available for walk-on use and rentals during the following time periods:

Emerald Glen Park, Fallon Sports Park, Kolb Park, Schaefer Ranch 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

Dublin High School Tennis Complex

- June 16 through August 15, Daily, 7:00 AM to Sunset
- August 16 – June 15, Saturday and Sunday ONLY, 7:00 AM to Sunset

1. Individual and group rentals are limited to one booking per week, Sunday through Saturday.

2. The minimum rental reservation accepted is one hour.
3. Rental hours of use must include the amount of time needed for use, including set-up and clean up.
4. Refunds are not given for hours not used.
5. Tennis Courts rentals must be vacated by the time specified on the approved Tennis Court Use Application.

**INSURANCE CERTIFICATE**

For rentals that are for league play, a tournament or commercial uses, 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 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**. The certificate shall be properly executed with the original signature of the authorizing agent of the insurance company. The insurance is due at least ten (10) business days prior to rental use.

**GENERAL REGULATIONS AND INFORMATION**

1. Tennis Courts are for tennis use only. Bikes, skateboards and other uses unrelated to tennis use are prohibited.
2. Only non-marking tennis shoes allowed on courts.
3. For walk-on use there is a game limit of two-consecutive sets or a maximum of one hour of play when players are waiting. Children and adults have equal priority.
4. Storage is not available either before or after use.
5. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
6. The consumption, serving and/or selling of alcoholic beverages is not permitted in City of Dublin parks.
7. The use of generators is prohibited.
8. SMOKING IS PROHIBITED in City of Dublin parks.
9. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription, or to erect any sign in the park.
10. Selling, vending, or peddling items is prohibited.
11. Use of amplification equipment is prohibited.
12. 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.

**TENNIS COURT RENTAL FEE SCHEDULE**

Group 1	Public Agencies.....	\$ 5 per hour/per court
Group 2	Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, and Homeowner Associations.....	\$ 5 per hour/per court
Group 3	Individuals or Other Groups	
	Resident .....	\$ 10 per hour/per court
	Non-resident .....	\$ 12 per hour/per court
Group 4	Commercial Uses	
	Resident .....	\$ 15 per hour/per court
	Non-resident .....	\$ 18 per hour/per court

**SECURITY DEPOSIT**

For rentals that are for league play, a tournament or commercial uses, a \$100.00 Security Deposit is due at the time that the application is submitted. The Security 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.

***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

City of Dublin - Parks and Community Services Department  
11600 Shannon Avenue, Dublin, CA 94568  
(925) 556-4500

Rental # \_\_\_\_\_

## APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Contact Number(s) During the Day: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Have you rented one of our facilities before?      Yes      No      (please circle)

## CLASSIFICATION OF APPLICANT

- Group 1 – Public Agencies
- Group 2 – Dublin Chamber of Commerce, Dublin Charitable and Social Welfare Organizations\*
- Group 3a – Resident Individuals or Other Groups\*\*       Group 3b – Non-Resident Individuals or Other Groups
- Group 4a –Resident Commercial Uses\*\*       Group 4b – Non-Resident Commercial Uses

\*Must submit the organization’s roster (must be 75% Dublin resident for youth leagues and 51% Dublin resident for adult leagues and non-profit organizations), bylaws and current IRS tax exemption letter (must be 501c3 or 501c4) at the time of application.

\*\*Proof of residency required at the time of application (valid California Driver’s License/ID or current utility bill).

## RENTAL FUNCTION INFORMATION

Name of Function: \_\_\_\_\_

Use/Function Type:    Casual Use      League Game/Practice      Tournament Game/Practice  
                                 Commercial Use    Other: \_\_\_\_\_

Anticipated Total Attendance: \_\_\_\_\_ Children in Attendance: \_\_\_\_\_

Facility:     Emerald Glen Park       Fallon Sports Park       Dublin High School

Tennis Court Preference:     #1     #2     #3     #4     #5

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

Will the function be open to the public?     Yes       No

Will an admission fee be charged?     Yes\*       No      \*Purpose of fee? \_\_\_\_\_

The undersigned, hereby agrees to be responsible for any damage to the facility 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 agree that the City of Dublin, its officers and employees, 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 or employees. The undersigned has received a copy of the Sports Field Use Policy and agrees to comply with the rules and regulations listed therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Organization (if applicable)

\_\_\_\_\_  
Date

RESERVATION STATUS - FOR OFFICE USE ONLY

- APPROVED       DENIED
- Recreation Supervisor \_\_\_\_\_ Date \_\_\_\_\_
- APPLICATION
  - SECURITY DEPOSIT/CARD
  - CALENDAR
  - BOOKED ON COMPUTER
  - APPROVAL LETTER
  - INSURANCE CERTIFICATE RECEIVED
  - CITY ISSUED INSURANCE CERTIFICATE
  - CLEAN-UP SLIP
  - STAFF SCHEDULED
  - COPY OF APPROVED APPLICATION TO GYMNASIUM CLIPBOARD
  - CONFIRMATION LETTER

PAYMENT INFORMATION - FOR OFFICE USE ONLY

- SECURITY DEPOSIT  
DATE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_
- FINAL PAYMENT  
RENTAL FEE: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
NUMBER OF HOURS      HOURLY RENTAL FEE      FINAL PAYMENT AMOUNT
- DATE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_
- CITY ISSUED INSURANCE CERTIFICATE  
DATE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

REFUND STATUS - FOR OFFICE USE ONLY

- CLEANUP STATUS:       SATISFACTORY       UNSATISFACTORY
- 
- ADDITIONAL CHARGES:
- ADDITIONAL HOURS OF USE (\_\_\_\_\_ HOURS @ \$\_\_\_\_\_ PER HOUR) \$\_\_\_\_\_ TOTAL
  - ADDITIONAL CLEANUP REQUIRED \$\_\_\_\_\_ TOTAL
  - DAMAGE TO FACILITY OR EQUIPMENT \$\_\_\_\_\_ TOTAL
- DEPOSIT:     REFUNDABLE    AMOUNT REFUNDED: \$\_\_\_\_\_    DATE CLAIM FORM TO FINANCE: \_\_\_\_\_
- PARTIALLY REFUNDABLE    AMOUNT REFUNDED: \$\_\_\_\_\_    DATE CLAIM FORM TO FINANCE: \_\_\_\_\_
- FORFEITED    BALANCE DUE IF ANY: \$\_\_\_\_\_    DATE LETTER SENT TO APPLICANT: \_\_\_\_\_