



CHANDLER TENNIS CENTER FACILITY RENTAL POLICIES

Operational Hours:

The Chandler Tennis Center is open 7 days a week. Hours of operation are

June – September:

Monday – Thursday	7 – 11 AM, 5 – 10 PM
Friday	7 – 11 AM, 6 – 9 PM
Saturday	7 – 11 AM
Sunday	6 – 9 PM

October – May:

Monday – Thursday	8 AM – NOON, 3 – 10 PM
Friday	8 AM – NOON, 6 – 9 PM
Saturday	8 AM – 3 PM
Sunday	NOON – 5 PM

*Please contact CTC for holiday closures.

Reservation Requests:

Use of the City Facilities must be arranged with the Recreation Coordinator during operational hours, no later than two weeks before or earlier than one year (12 months) before the event or activity. Such time limits may be adjusted, as Center operations require. **A 25% down payment (or \$100 if the number of courts and dates are unsure at the time of reservation) is required at the time of reservation in order to hold the courts.** The balance of the rental fee and credit card information for security deposit, are due one week prior to your date or as approved by Recreation Coordinator. The paperwork of bookings taken one year in advance to the day, can be completed on that date, by making an appointment (for morning leagues). (Example: If you are booking December 30, 2011, you would be able to call on December 30, 2010, to set up your appointment to complete the paperwork). The first caller or walk-in on that day will secure that day for the following year. Groups that wish to reserve courts for evenings need to contact Recreation Coordinator for reservation policies. Walk-ins will be scheduled for an appointment to do the paperwork, if the Recreation Coordinator is not available. Telephone appointments are preferred.

Reservation time should be made from the time renter needs the courts to when the group will vacate the courts.

Insurance Requirements

1. Required for companies, organizations and tournament directors. All other parties are required to sign a hold harmless form. (USTA leagues and tournaments are covered under USTA insurance.)
2. Responsible parties must provide one-million general liability insurance coverage per occurrence for a total of two-million general aggregate coverage.
3. Certificates of Insurance Description Operations must include: “The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insured’s”.
4. Must include: City of Chandler as second insured and certificate holder with the address of City of Chandler, Mail Stop 503, P.O. Box 4008, Chandler, AZ 85244-4008.
5. And clauses for: “Severability interest and waiver of subrogation”.
6. Date of coverage must include the date(s) of the rental.
7. You must meet the insurance requirements prior to the rental date. All certificates are due no later than one-week prior to rental date. Anyone not completing these requirements will not be allowed the use of the Chandler Tennis Center.
8. Please fax the Certificate of Insurance to 480-782-2652 attention Erin Guinn, or mail to: City of Chandler Community Services Department, Attention: Erin Guinn, MS 503, P.O. Box 4008, Chandler, AZ 85244.

Cancellations/Rescheduling

1. In the event of inclement weather, the Recreation Coordinator reserves the right to close the facility. Please call the Tennis Center at 480-782-2650 to determine if facility has been closed.
2. It is the renting party’s responsibility to contact the Recreation Coordinator to coordinate any rescheduling and/or refund request within one week of date of rain out.
3. In the event of rescheduling and/or cancellations requested by responsible party, the responsible party is required to make this request no later than 48 hours before date of reservation through the Recreation Coordinator in order to receive 100% refund. Cancellations within 48 hours of reservation date will not receive a refund.

CHANDLER TENNIS CENTER FACILITY RULES AND REGULATIONS

The following list of rules and regulations has been developed to assist in the operation of the Chandler Tennis Center. They will help provide a safe, clean environment for all facility users. Infractions of these rules will result in loss of all or part of your security deposits.

General

1. Organizations or groups wanting to use or rent the Chandler Tennis Center must be approved by the Recreation Coordinator. Priority will be given to those groups who are Chandler based.
2. All group-use of facility must be under competent, adult supervision with the person or group using the facility assuming full responsibility for any damage to the facility or equipment.
3. **SMOKING IS NOT PERMITTED INSIDE THE BUILDING OR ON THE TENNIS COURTS AT ANY TIME (City Ordinance #1767).**
4. Alcoholic beverages are not permitted on Chandler Tennis Center premises at any time.
5. Rental parties, instructors, and group leaders will be held responsible for the actions of their children. For their safety, please enforce the following rules:
 - A. Children must be under adult supervision at all times while in the facility.
 - B. Rental groups, instructors, or special use groups must keep control of their children at all times. An adult must be on the courts with the children at all times.
 - C. It is the responsibility of the person in charge of the event or class instructor to make sure proper supervision and conduct takes place.
 - D. Children should not be allowed to run free throughout the facility and tennis courts.
6. Appropriate noise levels must be maintained and will be monitored by the facility staff.
7. Facility occupancy limits, as established by the Fire Marshall apply.
8. **Reservation hours must be strictly observed.** Facility must be vacated within 15 minutes of reserved time to allow access to next scheduled group. For rentals, it shall be the duty of the responsible party insure that the group departs on or before the time designated on the Facility Use Permit.
9. No animals are allowed in the facility or tennis courts except for Seeing Eye dogs. If animals are part of a special event or program, permission may be granted by the Recreation Coordinator for them to be in the facility under special conditions.
10. It is the responsibility of groups to completely remove all possessions, dispose of trash into waste bins, and make sure their function ends and cleanup takes place at the times agreed to on the contract. It is the responsibility of the person in charge to enforce the contract times.

Equipment Use

1. Equipment checked out from the front desk of the center must be returned immediately after use. **DO NOT LEAVE EQUIPMENT ON THE COURTS.**
2. Additional fees will apply to any equipment needed. Reservations are required.

CHANDLER TENNIS CENTER

RENTAL RATES

Security Deposit

Security Deposit _____ \$500.00

- Security Deposit must be held with a credit card only. (This is separate from reservation deposit of 25% or \$100.)
- **Credit card will NOT be charged unless damages occur.**
- Deposits may be kept on file upon request.
- It is the renter's responsibility to keep current information on file.

Court Fees

LEAGUES (USTA/INTERCLUB)

- **Based on a 2-hour period.** *If you feel that your matches cannot finish within the two-hour period, you may pay an additional \$2.00 per court for an extra 30 minutes (within the center's operational hours). Extended play must be paid before the rental date.*
- All matches must begin at a time in order to allow completion within the center's operational hours.

AM Singles Court _____ \$6.50 resident; \$9.00 non-resident
AM Doubles Court _____ \$13.50 resident; \$19.00 non-resident
PM Singles Court _____ \$9.00 resident; \$13.00 non-resident
PM Doubles Court _____ \$16.50 resident; \$23.00 non-resident

TOURNAMENTS

- A \$100 deposit is due at the time of reservation, which will be applied to total amount due.
- An invoice will be completed following the tournament and sent to responsible party.

Non-Profit/Schools

AM Court (per match) _____ \$4.50 resident; \$7.00 non-resident
PM Court (per match) _____ \$7.50 resident; \$11.00 non-resident

Private/Commercial

AM Court (per match) _____ \$6.00 resident; \$9.00 non-resident
PM Court (per match) _____ \$9.00 resident; \$13.00 non-resident

GENERAL USE (COMPANY EVENTS, NON-COMPETITIVE PLAY)

- A 25% of rental fee or \$100 down payment is due at the time of reservation, which will be applied to total amount due.

Non-Profit/Schools

AM Court (per court per 1.5 hours) _____ \$4.50 resident; \$7.00 non-resident
PM Court (per court per 1.5 hours) _____ \$7.50 resident; \$11.00 non-resident

Private/Commercial

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PM Court (per court per 1.5 hours) _____ \$9.00 resident; \$13.00 non-resident

Additional Fees

Staff fees will be charged to each group that extend play beyond the center's hours of operation.
Staff Per Hour (during non-operational hours) _____ \$15.00

Equipment Fees

Ball Machine (per half hour) _____ \$6.50 resident; \$9.00 non-resident
Tennis Balls (practice cart, per hour) _____ \$5.00 resident; \$7.00 non-resident
Tennis Balls (new, per can) _____ \$3.00



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Light Fees

PM Court fees will begin according to the following schedule:

November – February	5:30 p.m.
October, March	6:00 p.m.
September, April	6:30 p.m.
May – August	7:00 p.m.

Additional Fees

Staff fees will be charged to each group that extend play beyond the center's hours of operation.

Staff Per Hour (during non-operational hours) _____ \$15.00

Equipment Fees

Ball Machine (per half hour) _____	\$6.50 resident;	\$9.00 non-resident
Tennis Balls (practice cart, per hour) _____	\$5.00 resident;	\$7.00 non-resident
Tennis Balls (new, per can) _____	\$3.00	