

PAY TENNIS COURTS
(Revised 07/04-07-05)

| <u>COURT FEES</u> | <u>Per hour</u> | <u>Per Half Hour (only second half of</u> |
|-------------------------------------|------------------------|---|
| Weekdays before 4 p.m. | \$5.00 | \$2.50 |
| Weekdays after 4 p.m. and weekends | \$8.00 | \$4.00 |
| Paddle Tennis Court | \$5.00 | \$2.50 |
| <u>REGISTRATION CARD FEE</u> | | |
| Resident | \$15.00 per year | |
| Non-resident | \$30.00 per year | |
| <u>NO SHOW PENALTY FEE</u> | \$3.00 | |
| <u>PERMIT FEE</u> | \$10.00/hour per court | |

PAY TENNIS PROGRAM PERMIT POLICY

(323) 644-3536

1. All requests for court time shall be referred to the Tennis Reservation Office at (213) 473-7055. The term permit shall apply to any request for a block of courts (two or more courts for more than one (1) hour).
2. All permit requests must be received in the Tennis Reservation Office at least thirty (30) days prior to the event. The request should include:
 - the facility name
 - a list of the desired courts by number
 - the hours that each court will be needed
 - the name and telephone number of a club or tournament official, including at least one alternative.
3. During down times (when the pay tennis booth is closed) the pay tennis courts are available to the general public on a "first come, first serve" basis only. Public schools/organizations wishing to reserve the courts during down times shall be subject to established permit fees.
4. The Tennis Reservation Office shall accept or reject tournament requests according to the availability of courts and the guidelines stated below:
 - A. The Tennis Reservation Office will check the dates and times requested and make sure the schedule does not conflict with previously scheduled tournaments, pro hours or any Department sponsored events.
 - B. WEEKEND USE - Permits may be issued after 12:00 noon at all pay tennis facilities with the exception of Cheviot Hills. Permits will be accepted at Cheviot Hills only after 2:00 p.m. No more than one half of the "available" courts may be "permitted" out for use. The number of "available" courts is the actual number of courts less the number of courts reserved for use by the tennis professional.

PAY TENNIS - (continued)

NOTE: The following Tennis Clubs, which were in existence before the Pay Tennis Program was established (January 31, 1977) are excepted:

- Pacific Palisades Tennis Club
- Pacific Palisades Junior Tennis Club
- Griffith Park Tennis Club

C. WEEKDAY - DAY USE (ALL REGIONS)

Permits may be issued for use of the courts between 11:00 9:00 a.m. and 3:00 10:00 p.m. Only one half of the "available" courts may be "permitted" out.

D. WEEKDAY - EVENING USE (ALL REGIONS)

Permits may be issued for use of the courts after 3:00 12:00 p.m., but only one third half of the "available" courts may be "permitted" out.

E. SPECIAL EVENTS - With the approval of the Assistant General Manager or appropriate designee, Pay Tennis Facilities with Tennis Professional Concessionaires in residence may have the restriction on the number of courts available for tournaments suspended for up to two events per year per facility, not to exceed a total of ten days (4 weekend days) per calendar year, if a finding can be made that the proposed event expands tennis opportunities and meets a service demand. Tennis Professional Concessionaires will be charged 50% permit fee per court, per hour.

F. COURTS FOR TENNIS PROFESSIONAL USE - Tennis Professional Concessionaires located at City Pay Tennis facilities may request use of pay courts once having filled/ utilized permitted teaching courts to accommodate previously unscheduled "walk in" lessons so long as no more than one half of the available courts (the actual number of courts less the number of courts reserved for use by the tennis professional) are rented. Tennis professional will pay current rental percentage on lesson revenue on that court.

TENNIS WINTER LEAGUE (Available October through December only)

The Department conducts sponsored winter league tournaments which are designed to increase public awareness of tennis in the community. Each established team must register and pay a team fee for court usage as indicated in the Municipal Sports section of the Department's Rates & Fees manual. Fees collected under "administration" will be deposited into the MRP Pay Tennis Account for tennis court improvements.

Winter League is exempt from the Pay Tennis program permit policy. However, a maximum of three (3) courts per hour may be used for the Winter League Program.

5. After the requested dates and times have been confirmed as available, the Tennis Reservation office will schedule and prepare a permit.
6. The supervisor will mail a copy of the permit requesting party as confirmation and to request advance payment of fees.

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7. All organizations making advance permit reservations will be charged the prevailing hourly permit fee. Full payment must be made in the form of a check or money order, payable to the Department of Recreation and Parks, and submitted to the Tennis Reservation Office at least fifteen (15) days prior to the tournament.
8. After payment is received, two copies of the permit will be mailed to the pay Tennis Supervisor as notification of the impending usage. The original request will be maintained in the Tennis Reservation Office along with a copy of the permit in the Permit File.
9. All requests for Department sponsored tournaments shall be accompanied by a copy of a memo addressed to Municipal Sports accounting requesting that appropriate funds to cover tennis court fees be transferred from the Municipal Sports account to the Reservation Pay Tennis account, number 874.
10. Cancellations must be received in writing in the Tennis Reservations office at least ten (10) working days prior to the scheduled permit. A letter of credit will be issued which can be applied to future permits. This credit must be used within one year from date of issue. Refunds will only be issued for "one time" permits which are rained out.