



Department Policy & Procedure

Subject: TENNIS COURT USE AND RULES		Number 060-P 7.3.1
		Effective June 18, 1980
		Supersedes Interim 12/17/76
Approved:	Department: Parks and Recreation	Page 1 of 5

1.0 PURPOSE

- 1.1 To present the procedures and rules for the use of tennis courts under the jurisdiction of the Department of Parks and Recreation (except at the Seattle Tennis Center, where the Manager responsible for overall management of its indoor and outdoor courts).

2.0 ORGANIZATIONS AFFECTED

- 2.1 Department of Parks and Recreation
- 2.2 Persons using Department tennis court facilities.
- 2.3 Persons instructing on Department tennis court facilities.

3.0 REFERENCES

- 3.1 Current Schedule of Fees and Charges of the Department of Parks and Recreation.
- 3.2 Agreement for the Joint Use of Facilities Between Seattle School District No. 1 and the City of Seattle Department of Parks and Recreation.

4.0 POLICY

- 4.1 It is the policy of the Department of Parks and Recreation that:
 - 4.1.1 Only tennis shoes or soft-soled shoes without heels or black rubber traction devices shall be worn on tennis courts.
 - 4.1.2 Tennis courts may be reserved for instruction, team practice, team matches, tournaments, individual play, and other organized group play in accordance with references 3.1 and 3.2 for fees and priority.

- 4.1.3 At least one court at each tennis facility shall be retained for open non-scheduled play. The only exception to this will be organized school team practices, Department programs, or other special events approved by the Superintendent, under which circumstances the court will be posted.
- 4.1.4 When not otherwise reserved, priority for tennis court use shall be observed in accordance with Section 7.2 of this document.
- 4.1.5 Players must relinquish courts after one hour (1) of play for singles and one and one half hours (1½) for doubles, warm-up time included.
 - 4.1.5.1 Exceptions to relinquishing courts after time periods established in this policy are permitted only if there is no one waiting for the court.
- 4.1.6 Tennis courts are to be used only for tennis or other Department approved activities.
- 4.1.7 Certain courts may be reserved in accordance with Reference 3.2 for school hours and for school team practices on school days from 2:30pm to 4:30pm and 2:30pm to completion for matches. The following courts are subject to the agreement:

Ballard Pool	Gilman	Mt. Baker
Bitter Lake	Green Lake (E&W)	Observatory
Brighton	Hiawatha	Rogers
Cleveland Lincoln Park		Ravenna Park
Delridge	Lowman Beach	Seward Park
Froula	Magnolia CC	Soundview
Garfield	Magnolia Park University	
Genesee	Meadowbrook	Victory Heights
Georgetown	Miller	Wallingford
		Lower Woodland

The School District may request the use of other tennis courts except there will be no School District priority for use.

5.0 DEFINITIONS

- 5.1 Superintendent - The City of Seattle Department of Parks and Recreation Superintendent.
- 5.2 Director - The Department of Parks and Recreation Director of Recreation Programs.
- 5.3 Coordinator - The Coordinator of the Department's Recreation Information Office.

6.0 RESPONSIBILITY

- 6.1 With the concurrence of the Superintendent and the Director, the Tennis Center Manager shall be responsible to administer priorities, rules and regulations for use of tennis courts scheduled by the Department.

6.2 The Recreation Information Office shall:

6.2.1 Maintain a master calendar of scheduled usages and to coordinate such usages with the respective organizations/users.

6.2.2 Compute and collect all usage fees in accordance with current fee schedules.

6.3 All persons wishing to utilize Department courts for instructional purposes are responsible for successfully completing the Department's Tennis Instructor's Certification Program. All schools and recreationally oriented youth service agencies are exempt.

6.4 All persons desiring to reserve Department courts are responsible to submit requests to the Recreation Information Office as defined in section 7.1 or 7.3.

7.0 PROCEDURE

7.1 Individual (one-time) court reservations shall be obtained in writing from the Recreation Information Office and shall be subject to a fee in accordance with current fee schedules.

7.2 When courts are not reserved, priority for use will be established by the placement of a racket against the net pole. The waiting player(s) shall remain courtside until the court is available.

7.2.1 Two or more players waiting for a court will have priority over one player who is waiting to challenge one of the players who is currently on the court.

7.3 Persons wishing to instruct tennis for a fee on courts under Department jurisdiction, shall contact the Recreation Information Office to ascertain court availability. An official Department application form shall be filled out and shall include court location (site), number of courts desired, fees to be charged per hour for lessons, total number of hours requested and inclusive dates for use.

7.4 All community center requests to use courts for all programs shall require prior approval by the Recreation District Manager prior to submittal to the Recreation Information Office.

7.5 The Recreation Information Office shall distribute a copy of the approved request to:

7.5.1 The appropriate Department of Parks and Recreation Grounds Maintenance Crew Chief.

7.5.2 The appropriate Department of Parks and Recreation District Manager and the community center Senior Supervisor if the approved request is for community center courts.

7.6 Following approval of reservation requests:

- 7.6.1 Any rental fee charged shall be due prior to the first day of scheduled court usage.
- 7.6.2 Whenever a fee is charged by the user, individual or group, the Department shall charge a percentage of the gross receipts. A financial statement and total computed fees shall be due with payment no later than 10 days after the last scheduled court usage.

8.0 APPENDIX

8.1 Tennis Court Rules

Appendix 8.1

TENNIS COURT RULES**SEATTLE PARKS AND RECREATION**

1. Only tennis shoes or soft-soled shoes without heels or black rubber traction devices shall be worn on tennis courts.
2. Courts may be reserved for tennis instruction, team practice, team matches, tournaments and individual and group play. Approval in writing shall be obtained from the Recreation Information Office at 5201 Green Lake Way North.
3. When courts are not reserved but are filled:

Priority use of courts shall be established by placement of a person's racket against the net pole on the desired court. Players must remain courtside until the court is available. Two or more players waiting for a court have priority over one player who is waiting to challenge one of the players currently on the court.

Players must relinquish the courts at the conclusion of one hour for singles and one and one half hours for doubles.

4. Courts are to be used only for tennis or other Department-approved activities.
5. When courts are reserved for school teams, the following notice shall be additionally posted:

"These courts are reserved for school team use on school days from 2:30pm to 4:30pm for practice and from 2:30pm to completion for matches."

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