

**CHANDLER TENNIS CENTER
COURT RESERVATION POLICY – NON CITY-SPONSORED LEAGUES**

The City of Chandler offers priority reservation for non city-sponsored leagues to Chandler residents and businesses. Teams with at least 80% of their players who reside or work in Chandler are considered **Class 1 teams**. Those teams not having 80% of their players who reside or work in Chandler are considered **Class 2 teams**.

To be included in the team lottery for each upcoming season, teams must turn in a court request form, completed team roster and \$100 down payment in the form of cashier's check or credit card (Visa, Mastercard or American Express). Court request forms and rosters are available at the Chandler Tennis Center and on-line at www.chandleraz.gov/tennis.

Captains must mail in request forms and completed rosters to:

Chandler Tennis Center
MS 503
P.O. Box 4008
Chandler, AZ 85244-4008

or drop off at the Chandler Tennis Center located at 2250 S. McQueen Rd. (SW corner of McQueen and Germann Roads in Tumbleweed Park).

If a person is responsible for more than one team they must complete a request form, roster and \$100 down payment for each team. All forms must be received by the date stated in the cover letter in order to be considered for the lottery for the each season.

Lottery Procedure

Day/Time

Scheduled for the last Saturday in August for fall season, third Saturday in December for winter/spring season and May for summer season. If a holiday falls on the first Saturday, please be sure to read the cover letter with the rescheduled date.

9 am Class 1 teams
9:30 am Class 2 teams

Procedure

Teams must have a representative attend the lottery in order to have the opportunity to select courts. Role call begins promptly at 9 am for Class 1 teams. Once role call is finished, names in attendance will be randomly drawn from the bucket. Those drawn will have the ability to chose which day or evening they would like to reserve courts for their non city-sponsored leagues. During morning hours, a total of 9 courts will be available for reservation and up to 6 courts will be available in the evening (during regular operational hours) or as decided by the Recreation Coordinator. Once spots have filled, the drawing will continue for teams to place their names on a wait list. Those on the wait list will be contacted (in order) for the option to schedule any available dates for the particular day once schedules have been received.

Class 1 teams will have first priority for court reservations. If spots remain after the Class 1 team lottery, role call will begin promptly at 9:30 am for Class 2 teams and will follow the same procedure as Class 1 teams.

Teams that did not turn in their request by the required date may be able to complete a court request after the lottery and will be placed on a wait list if spots are filled. Vacancies after the lottery will be handled on a first-come, first-served basis (a completed form and \$100 down payment is required to secure courts).

Scheduling

Once teams receive schedules from their organization it is the captain's responsibility to forward their schedule to the Chandler Tennis Center Recreation Coordinator via fax (480-782-2652) or email (Erin.Guinn@chandleraz.gov).

Scheduling conflicts will be handled according to the lottery drawing. If two teams are scheduled for the same date and time, the second team drawn will need to reschedule their matches. The Recreation Coordinator will offer several options of available dates and times. Available dates may not be the same day or time as regularly scheduled. It will be the captain's responsibility to secure a date with the Recreation Coordinator within 5 days of notification.

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. It is the captain's responsibility to contact the Recreation Coordinator within one week of original scheduled date of to coordinate rescheduling and/or refund.

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.

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: Chandler Tennis Center, Attention: Erin Guinn, MS 3 P.O. Box 4008, Chandler, AZ 85225.

Security Deposit

A \$500 security deposit is required in order to reserve courts for non city sponsored league use. The security deposit must be held with a credit card only (Visa, Mastercard or American Express). This is separate from down payment of \$100. **Credit card will NOT be charged unless damages occur.** For those playing with USTA and Play Tennis Leagues, the security deposit is already on file.

Payment

The balance of the rental fee and credit card information for security deposit are due one week prior to your first scheduled date of play at the Chandler Tennis Center. Cashier’s check and credit cards (Visa, Mastercard or American Express) are acceptable forms of payment. Full payment must be received before use of courts is granted.

Note: The City of Chandler programs have first priority for court and facility reservations and reserves the right to change these policies at any time in order to accommodate the growth of their own programs.