

COMMUNITY SERVICES DEPARTMENT

Tennis Court Information & Rental Policy

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2220 (f) 650.330.2242



FACILITY INFORMATION

The City of Menlo Park tennis court facilities are available to community members in order to provide and promote recreation programs. Menlo Park has fifteen tennis courts including Burgess Park (2), Nealon Park (5), Willow Oaks Park (4), Kelly Park (2), and La Entrada School (2). Lights are available at Burgess, Nealon, Kelly, and Willow Oaks Parks. Tennis Courts are available to the public from sunrise to sunset (or 10 p.m. at lighted tennis courts). Updated information can be found at www.menlopark.org/tennis.

TENNIS COURTS POLICIES

FEES:

1. All of the fees required to use the Tennis Courts are stated in the City of Menlo Master Fee Schedule. The Master Fee Schedule is updated by Community Services Department staff each year. The City reserves the right to increase fees to offset administrative and maintenance costs.
2. The purchase of an annual key is required to access all courts; refunds for lost or stolen keys are not permitted.
3. Tennis Court rental fees will be determined per hour per court. In the event that the rental party does not have a tennis key, an annual or Day Use key will need to be purchased at the current rate. Day Use keys must be returned by noon the day following the rental or the rental party will be charged an additional day for up to 7 consecutive days. If the key has not been returned the yearly tennis key fee will be applied. Please note, the day you receive the key will be recorded as the first day of the Day Usage.
4. Rental groups will be charged for the available dates and times reserved on the Tennis Court Reservation Form. Rainouts will be refunded, but cancelled practices or games by the leagues or coaches will not.

SCHOOL USE AGREEMENT:

1. Tennis Courts on school sites are open to the public when school is not in session including after school hours, weekends, and during the summer time.
2. Schools with a Joint Use Agreement with the City may have permission to use tennis courts not on school premises. School court usage will be limited in the number of hours, days, and courts.

RENTAL RESERVATIONS:

1. The City of Menlo Park limits tennis court reservations in order to provide optimum court space for public and community use.
2. Private or non-profit groups are allowed to rent the City of Menlo Park tennis courts on a first-come, first-served basis.
3. When possible, 50% of each court site will be accessible to the general public. City reserves the right to reserve additional courts when needed for activities such as city programs, tournaments, summer camps, and other uses.
4. City of Menlo Park schools are allowed to rent court space for their tennis teams when courts are not available at school sites.
5. Rental groups are limited to only the activities specified on their approved reservation agreement.
6. An organization renting the Tennis Courts must provide adequate insurance to the City of Menlo Park prior to the start of the activity. All groups must provide a certificate of insurance naming the City, its employees, agents and officers as an additional insured. For frequent

renters, an insurance certificate for one calendar year (January-December) can be issued, but it must indicate the year of usage.

7. No reservation is confirmed until the completed reservation form has been approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the policies listed therein.

TENNIS COURT AVAILABILITY:

1. To verify reserved courts you can call our offices at (650) 330-2220 or check availability online at www.menlopark.org/tennis.
2. The printed rental schedules on each court site do not reflect the most up-to-date information, but serves as a general guide. This schedule on our message center is posted bi-weekly.
3. If reservation holders find their specific court is unplayable at time of reservation, the renter is permitted to move to a playable court that is not currently in use.

TENNIS COURTS PRIORITY:

1. School use (at school sites and during school hours only)
2. City sponsored programs
3. School or school affiliated rental groups
4. Private or non-profit rentals (More than 50% residents)
5. Private or non-profit rentals (Less than 50% residents)
6. General public use

TENNIS KEYS:

1. Available for purchase at the Arrillaga Family Gymnasium and Onetta Harris Community Center.
2. Keys are valid January 15th-January 14th of the following year.
3. Notices on the message centers (located at each tennis court site) will be posted to remind users when to purchase their new key for the year and other important information. Schools will be given an adequate number of keys for school use only. The keys cannot be duplicated and should not be loaned out for any unauthorized use.
4. Tennis key holders may not use the courts for private lessons or other for-profit uses unless they have rented the court for this specific use.

MAINTENANCE OF TENNIS COURTS:

1. City staff will provide cleaning and maintenance of the tennis courts on a regular basis.
2. Public should notify the Community Services Department of any maintenance issues with the court surface, tennis nets, tennis door locks, lights, etc.

CLOSURES:

1. The Community Services Department reserves the right to close any tennis court for scheduled maintenance or for safety reasons.

UNAUTHORIZED USE:

1. Private lessons, camps, or clinics without a rental agreement are not permitted.
2. If you notice any commercial activities (not indicated on the rental schedule) on our tennis courts we highly encourage you to contact (650) 330-2220 and provide the date/time/court number and any other information so we may better monitor our court use. Please remember: For non-emergency issues residents are encouraged to contact our offices (650-330-2220) during business hours or PD non-emergency (650-330-6300) during evenings and weekends. For emergencies, residents are advised to call 9-1-1.
3. Tennis Court rental groups may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.

RENTAL INFORMATION:

1. The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot.
2. Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.
3. All participants and renters must exit the area at the conclusion of the scheduled rental time so other programs may begin on time or open for public use.
4. Renter is limited to conducting only the activities specified in their rental contract.
5. No amplified sound is allowed.
6. Storage is not available either before or after the event.
7. No vehicles are allowed on sidewalks or non-designated areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas. The City reserves the right to request participants in any of the programs or renters to park vehicles in specified areas if needed.
8. Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down.
9. Renters are responsible for all of their personal belongings. Personal belongings should not block any walkways or be left in areas that could result in safety hazards.
10. No decorations or signage are allowed. City staff must approve posting of signs or materials prior to posting at the tennis courts.
11. Renters shall replace or be billed for any destroyed or damaged City equipment or property.
12. All areas are to be left clean after any activity or rental. Groups are required to dispose of all garbage from the premises.
13. No eating, smoking, alcohol, or gum on the courts. Only water is allowed on tennis courts.
14. No wheeled vehicles allowed (skateboards, bicycles, in-line skates, scooters, etc.).
15. Only tennis shoes are allowed on tennis courts.
16. The City of Menlo Park reserves the right to confiscate the tennis key of any user(s) not adhering to City Tennis Rules, Use Policies, or City Ordinances without refund. Additionally, any violation of use policies may result in the inability to either rent tennis courts or be issued a tennis key in the future.
17. At no time should signage be posted on City property without approval/permit—before, during and after instructional sessions.
18. Professional conduct must be displayed at all times. No individual shall cause, create, encourage, or threaten to cause any disturbance which may reasonably result in injury or property damage, or disturb the peace, comfort and security of the park patrons or employees.
19. City of Menlo Park staff routinely conduct spot check for rental receipts and you may be asked for proof of rental. Every attempt will be made by City staff to not interrupt your play.

MAKING COURT RESERVATIONS:

1. Reservations for a tennis courts must be made at least seventy-two hours in advance by completing a Tennis Court Reservation Form.
2. A Reservation Form must be submitted to Jarrod Harden at jwharden@menlopark.org or by coming in person to the Arrillaga Family Gymnasium (600 Alma Street) Mon-Fri between 8am-4pm in compliance with the time period specified above.
3. Reservations must be legible and include accurate dates and times.

4. An e-mail is not an approved method for requesting a tennis court reservation unless a fully completed and signed rental form is attached. Completed forms can also be faxed to (650) 330-2242 (Attn: Jarrod Harden).
5. E-mailing reservations to the appropriate staff will ensure a faster response as to the status of your reservation.
6. Submission of a Reservation Form should in no way be interpreted as approval of a reservation. Only a paid rental receipt should be regarded as official confirmation of a court reservation and the receipt must be present at time of the rental.
7. Review the accuracy of each reservation to ensure that it matches your request and is free from error.
8. Once a rental receipt is issued, it **MUST** be displayed in the provided plexiglas holders located at each tennis court during the time of your rental.