



# Tennis Court Use Policies & Procedures

Recreation, Arts & Community Services



The Town of Danville operates tennis courts at Osage Station Park, Diablo Vista Park, San Ramon Valley High School, and Monte Vista High School. During those times when the tennis courts are not used for Town sponsored programs and/or school use, the courts are available for walk-on use or rental by the community for casual, league, or tournament play. The Tennis Court Use Policies and Procedures establishes rules, regulations, procedures and fees governing the use of the tennis courts. **Use of the tennis courts are for tennis activities only.**

Location	Court Quantity	Lights*	Reservations	Days/Hours of Operation
Osage Station Park	4	NO	YES	8am to Sunset
Diablo Vista Park	2	YES*	YES	8am to 10pm
Monte Vista High School	8	YES*	YES	During School Session M-F, 6:00pm-10:00pm Sa/Su, 8:00am-10:00pm 8:00am to 10:00pm, Non-School Session
San Ramon Valley High School	8	YES*	YES	During School Session M-F, 6:00pm-10:00pm Sa/Su, 8:00am-10:00pm 8:00am to 10:00pm, Non-School Session

\*All lights are self-operated and are programmed to shut-off by 10:00 PM daily.

## CLASSIFICATION OF USERS

- GROUP 1** *Government:* Agencies serving the Town of Danville including Contra Costa County, San Ramon Valley Fire Department, state agencies, branches of military, etc.
- GROUP 2** *Non Profit:* Groups include schools and non-profit, non-restrictive, clubs, civic, religious or service organizations with 501(c) status. A copy of the letter granting your organization non-profit status from the IRS or Secretary of State's office is required.
- a) Resident (Registered non-profit address must be within incorporated Danville Town limits.)
  - b) Non-Residents
- GROUP 3** *Individuals or Other Groups:* Individuals or Groups who do not meet the criteria listed above.
- a) Resident (Individuals must reside or own property within incorporated Danville town limits; Groups must have membership made up of at least 51% incorporated Danville residents)
  - b) Non-Residents
- GROUP 4** *Commercial:* Groups are those connected with a business or commercial venture who use the facility for events such as product demonstrations, business or recruitment meetings, staff or training meetings, etc. Does not include sales of goods and services directly to customers.
- a) Resident (Business address must be located within incorporated Danville Town limits.)
  - b) Non-Residents

## GENERAL POLICIES AND PROCEDURES

1. Tennis Courts are for tennis use only. Bikes, skateboards and other uses unrelated to tennis use are prohibited.
2. Only non-marking tennis shoes allowed on courts.
3. For walk-on use there is a game limit of two-consecutive sets or a maximum of one hour of play when players are waiting. Children and adults have equal priority.
4. Storage is not available either before or after use.
5. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
6. The consumption, serving and/or selling of alcoholic beverages is not permitted in Town of Danville parks.
7. The use of generators is prohibited.
8. SMOKING IS PROHIBITED in Town of Danville parks.
9. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription, or to erect any sign in the park.
10. Selling, vending, or peddling items is prohibited.
11. Use of amplification equipment is prohibited.
12. Requests for exceptions to the policy must be submitted in writing no less than ten (10) business days prior to the rental date and receive written approval from the Parks and Community Services Director, or designee.

## COURT AVAILABILITY

To provide an adequate number of courts available for walk-on use by the community, the courts available for reservation are listed below.

<b>Location</b>	<b>Courts Available for Reservation</b>	<b>Lights</b>
Osage Station Park	A, B, C	No
Diablo Vista Park	1	Yes
Monte Vista High School	A*, B*, C* and E, F, G	Yes*
San Ramon Valley High School	1,2,3*,4*,5*,6*,7*	Yes*

## RESERVATION PROCEDURE

Priority court reservations will be accepted on the basis as follows:

<b>Rental Dates</b>	<b>Group 1, 2, 3 Residents</b>	<b>Group 2, 3 Non-Residents, 4</b>
March - August	Second Monday in February	Third Monday in February
September - February	Second Monday in August	Third Monday in August

*If League play extends past above rental windows, please submit a separate application with dates. Applications will be approved on a case-by-case basis.*

**PLEASE NOTE:** Occasionally it may be necessary to reschedule, relocate or cancel a previously approved request. In this event, the group or individual will be given as much advanced notice as possible.

In order to reserve available tennis courts, a Tennis Court Use Application must be submitted for review and approval. Approval can take up to five (5) business days and notification of application status will be e-mailed. Applications can be submitted in person at the Danville Community Center, by email at [facilities@danville.ca.gov](mailto:facilities@danville.ca.gov), or by fax at (925) 838-9141. The application must be the "user" of the facility.

## PAYMENT SCHEDULE

Payment of rental fees is due within ten (10) business days after receipt of the invoice or upon application submittal if the application is received less than six (6) weeks before the requested rental date. Payments not received by the due date may result in cancellation (as applicable). Payment can be made by VISA, MasterCard, American Express, Discover Card, check, money order, or cash. All credit card transactions are subject to a 2.99% transaction fee. Check or money orders must be payable to the Town of Danville.

## CANCELLATIONS

The person listed as the application on the Tennis Court Use Application must provide cancellation/change requests in writing (emails submitted from the application's email address are acceptable). Refund will be handled as follows based on the date of written notification prior to the rental date:

<b>31 day or more</b>	<b>30 days or less</b>	<b>Rainouts</b>
Rental fees refunded minus processing fee.	Forfeit 50% of rental fees and processing fee.	Refunds will be issued for cancellations due to rain if the department is notified within 48 hours (via phone or email) after scheduled rental date.

*All cancellation request are subject to \$5 processing fee for credit card payments and \$25 for payments made by check*

## INSURANCE CERTIFICATE

For rentals that are for league play, a tournament or commercial uses, applicants shall provide the Town of Danville with a valid Certificate of Liability. Such certificate shall provide bodily injury and property damage liability protection at a *minimum of \$1,000,000 per occurrence*. The applicant must be specified as the insured. The certificate shall name the Town of Danville as an *"additional insured"* in conformance with the hold harmless agreement as outlined in the Tennis Court Use Application, and must specify that the applicant's insurance shall be *primary to any insurance carried by the Town of Danville*. The insurance is due at least ten (10) business days prior to rental use.

*The Town of Danville reserves the right to refuse to grant use of the Town's tennis courts to any person or group if such use is deemed to be contrary to the best interest of the Town and/or its residents.*





# Tennis Court Use Application

Recreation, Arts & Community Services



## APPLICATION INFORMATION

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Organization/Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

## CLASSIFICATION OF USERS

Status determined by applicant's address for private; and organization's address for non-profit and commercial use.

**Government** includes events that are sponsored by government agencies such as a branch of the military, county or state agency, fire department, etc.

**Non-Profit** includes events sponsored by organizations with current 501(c) status. A copy of the letter granting the organization's non-profit status from the IRS or Secretary of State's office is required. *Please provide non-profit number:* \_\_\_\_\_

**Individuals or other Groups** includes individuals and private group events such as wedding receptions, birthday parties, social events, etc.

**Commercial** includes events that have an admission fee or include the sale of goods or services. *(The exchange of money is not permitted on Town property without prior approval of the Department Director.)*

## TOWN TENNIS COURT RENTAL FEE SCHEDULE

Group 1	Government .....	\$5 per hour/per court
Group 2	Non-Profit	
	Resident.....	\$6 per hour/per court
	Non-resident.....	\$8 per hour/per court
Group 3	Private Individuals or Other Groups	
	Resident .....	\$9 per hour/per court
	Non-resident .....	\$10 per hour/per court
Group 4	Commercial Users	
	Resident.....	\$12 per hour/per court
	Non-resident.....	\$14 per hour/per court
<i>San Ramon Valley &amp; Monte Vista High School (E, F, G, H) Tennis Courts. SVRUSD Fee Schedule</i>		
	Government .....	\$10.63 per hour/per court
	Non-Profit .....	\$6.38 per hour/per court
	Private Individuals & Commercial Use .....	\$10.63 per hour/per court

# RENTAL INFORMATION

Camp/Clinic    Games    Practices    Tournament    Other (specify): \_\_\_\_\_

Maximum number of participants: \_\_\_\_\_ Age of participants: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Expected Spectators: \_\_\_\_\_ Entry fee: \_\_\_\_\_

## COURT REQUESTED

### Diablo Vista Park

Tennis Court 1

### Osage Station Park

Tennis Court A

Tennis Court B

Tennis Court C

### Monte Vista High School

Tennis Court A

Tennis Court B

Tennis Court C

Tennis Court E

Tennis Court F

Tennis Court G

### San Ramon Valley High School

Tennis Court 1

Tennis Court 2

Tennis Court 3

Tennis Court 4

Tennis Court 5

Tennis Court 6

Tennis Court 7

Dates of Requested Use		Days of Weeks Requested							Hours Requested	
From	To	Mon	Tue	Wed	Th	Fri	Sat	Sun	From	To

*Courts cannot be rented for more than 3 hours a day.*

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Today's Date

**RESERVATIONS WILL NOT BE CONFIRMED OVER THE PHONE.  
RESERVATIONS ARE CONFIRMED AFTER FULL PAYMENT HAS BEEN MADE AND  
YOU HAVE RECEIVED A RESERVATION CONFIRMATION.**

MAIL APPLICATION AND CHECK PAYABLE TO TOWN OF DANVILLE TO:  
FACILITIES MANAGEMENT, 233 FRONT STREET, DANVILLE, CA 94526-1740