

**CITY OF WARREN
MUNICIPAL TENNIS COURT AND PICKLEBALL USE POLICY**

In accord with City of Warren Ordinance No. 1803, §5.g. Permits/Agreements and §5.h Reservations, the following policy is hereby adopted by Warren City Council and may be amended by action of City Council:

I. RECREATIONAL PLAY

- A. Priority use of the courts shall be for recreational play by the general public, especially City residents, on a first-come, first-served basis.
- B. Court rules and regulations are posted on-site and should be obeyed by all patrons at all times. They include:
 - 1. Hours of operation are dawn to 11:00 PM daily, April 1 through October 31.
 - 2. Courts are available on a first-come, first-served basis unless reserved by permit.
 - 3. Court time should be limited to one and one quarter hour if others are awaiting use of the court.
 - 4. Shirts and appropriate shoes must be worn at all times.
 - 5. No glass, street shoes, skateboards, skates, bicycles, etc. are permitted on courts.
 - 6. Rules and etiquette of tennis or pickleball should be observed at all times.
 - 7. Parking is limited to parking lots only.
 - 8. Permits may be revoked at any time if a violation occurs.
- C. Tennis Courts appropriately marked at Beaty Park will be available for pickleball use. Portable nets will be used for pickleball and shall be removed from the court at the end of use by pickleball players and stored in a designated location.
 - 1. Hours of use for pickleball and all other tennis court rules apply.
 - 2. Each tennis court can support two pickleball courts.
 - 3. Effective June 20, 2022, City Council authorized striping of the third tennis court located at Beaty Park for pickleball play and it shall remain so striped until the expiration of that certain Lease Agreement dated June 20, 2022, by and between the City of Warren and Warren Pickleball, Inc. Upon expiration of said agreement, lines for pickleball play shall be removed from the third tennis court and it shall revert to use for tennis play only.
 - 4. During the term of the above-stated Lease Agreement, three (3) pickleball courts shall be designated for "open"* pickleball play and

three (3) courts shall be designated for "drop-in" pickleball play; thereafter, all pickleball courts at Beaty Park will be designated for "drop-in" play. However, any of the three tennis courts may be utilized for drop-in tennis play at any time.

*Open Play – courts are open to all players and players will rotate out to accommodate waiting players

**Drop-in Play – courts are used on a first-come, first-served basis and there is no requirement to relinquish the court for waiting players

II. NON-CITY EVENTS

- A. Should groups or individuals desire to reserve a court facility for tennis or pickleball use or in conjunction with a reserved picnic pavilion they may do so by submitting a reservation application to the City Administrative Office. Upon review by the City Manager or his/her designee, the application will be approved or denied and notice will be provided to the applicant.
- B. User groups will be charged a fee per the City's Fee Schedule (i.e. \$X.00 per court for three hours or \$X.00 per hour per court)
- C. An area for registration, spectator viewing, tournament desks and draws, hospitality, etc. may be set up in the grassy area adjacent to the courts. If the group will be using the grassy area, such use should be indicated on the reservation application.
- D. Reservation applies to the specific date, time, and number of courts stated on the application.
- E. Users of facilities must show proper identification upon request by police or other City representatives.

III. PRIVATE INSTRUCTION

- A. Private instruction for profit will be subject to the lowest priority of all facility uses.
- B. Instruction sessions are subject to all rules and regulations posted on-site as well as the clarifications and additional rules listed below.
- C. Instructors are not free to use a court(s) in excess of the time period specified on the reservation.

IV. COURT RESERVATIONS AND FEES

- A. All groups or individuals wishing to reserve courts must pay a non-refundable reservation fee which will be based upon the City's Fee Resolution. All reservations are tentative until the completed application and non-refundable reservation fee are received and approved by the City. All tentative reservations will be held for fifteen (15) days. After the fifteenth day, the court reservation will be reopened and filled on a first-come, first-served basis.

- B. Payment of the reservation fee is required prior to use of the court(s).
- C. Upon approval of the court reservation, a confirmation e-mail or letter will be sent to the applicant confirming the date, time, and court(s) reserved.
- D. Notice of cancellation must be given at least twenty-four (24) hours prior to the court reservation time. No fee will be refunded; however, the fee may be applied to a future reservation.
- E. Reservations may be made up to six (6) months in advance, but not less than forty-eight (48) hours in advance of the requested event. Inclement weather conditions may be cause for adjustment of the reservation time.
- F. The applicant shall be responsible for cleanup and care of the court(s) used. Failure to do so may result in the loss of current and future privileges.
- G. A reservation entitles the applicant to use of only the specified court(s). Use of any additional or available courts without a prior reservation agreement is strictly prohibited and the offending user group will be charged an additional court usage fee. Non-compliance with the usage policy may result in the loss of current and future privileges.
- H. Proper insurance certification must be presented when deemed necessary according to the event or function type. The certificate must include the City of Warren as "also insured."
- I. All court rules are to be abided by at all times.

Adopted this 20th day of June, 2022.



David G. Wortman, Mayor

ATTEST:



Nancy K. Freenock, City Manager