



# TENNIS COURT RESERVATION POLICIES, RULES, AND FEES SCHEDULE

## 1. Rental Categories

- **Public Agencies:** Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.
- **Non-Profit Organization:** Organized non-profit groups with current 501C3 or 501C4 IRS status. The submission and approval of a "Non-Profit Organization Verification Form" must be on file with the City.
  - i. Groups applying under the Non-Profit Organization classification must have an "Organization Verification Form" on file with the following two documents:
    1. Bylaws
    2. Current I.R.S. Tax Exempt Letter.
  - ii. Groups claiming Dublin Sports League Organization must provide a current membership roster.
    1. Youth Sports League Organizations, 75% of the membership must reside in Dublin.
    2. For Adult Sports League Organizations, 51% of the membership must reside in Dublin.

**Applications will not be accepted without these items.**

- **Resident:** Individuals must reside or own property within Dublin City Limits
- **Non-Resident:** Individuals not residing within Dublin City Limits
- **Commercial Uses:** Companies or individuals whose events have an admission fee or include the sales of goods or services.

## 2. Rental Categories Dates

Reservations will be accepted quarterly as follows:

Rental Dates	Groups 1, 2, & 3	Groups 3 & 4
January - March	November 15	December 1
April - May	February 15	March 1
June - August	April 15	May 1
September - December	July 15	August 1

## 3. Tennis Court Locations

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

Location	Number of Courts	Reservable Courts	Drop-in Courts	Availability
Don Biddle Park	2	Court 1	Court 2	Mon-Sun
Dublin High School	8	Court 1,2,3,4 and 5	Court 6,7, and 8	*Varies
Emerald Glen Park	4	Court 3 and 4	Court 1 and 2	Mon-Sun
Fallon Sports Park	4	Court 1 and 2	Court 3 and 4	Mon-Sun
Kolb Park	2	n/a	Court 1 and 2	Mon-Sun
Schaefer Ranch Park	1	n/a	Court 1	Mon-Sun
Wallis Ranch Park	4	Courts 1 and 2	Courts 3 and 4	Mon-Sun

\*Dublin High School Tennis courts are available Saturday and Sunday when school is in session, and Monday through Sunday when school is not in session.

#### 4. Rental Process

- To view make a court reservation, please visit [www.dublinrecguide.com](http://www.dublinrecguide.com); or complete the City of Dublin [Tennis Courts Policy and Application](#) below; and email the completed form to [recreation@dublin.ca.gov](mailto:recreation@dublin.ca.gov). Please note that facility availability does not reflect pending reservations received.
- Emailed Requests must be received at least 10 days before your rental request date. Staff will reply to your request via email within three business days, Monday through Friday, between 8:00 a.m. and 5:00 p.m., excluding holidays.

#### 5. Rental Deposit

For rentals that are for league play, a tournament, or commercial use, a **\$100.00 Deposit** is due at the time that the application is submitted. The deposit is refundable provided that there are no violations of the Tennis Court Use Policy and/or excessive cleaning or damages to the tennis courts. Deposits will be refunded within 30 days after rental completion providing there are no violations of the Tennis Court Use Policy and/or excessive cleaning needed or damages to the tennis courts facilities.

#### 6. Rental Fee Balance

All fees are due within **ten {10} business days** after receipt of invoice and approved application or upon application submittal if the application is received less than six (6) weeks before the requested rental date. Checks should be made payable to City of Dublin. Cash, VISA, MasterCard, Discover, and American Express are also accepted. *Payments not received by the due date may result in cancellation and forfeiture of the deposit (as applicable).*

#### 7. Insurance Certificate

Insurance is due at least ten (10) business days prior to rental use.

For rentals that are for league play, a tournament, or commercial use, all applicants shall provide the City of Dublin with a valid Certificate of Liability including the endorsement page written through carriers acceptable to the City of Dublin. 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 "City of Dublin, its officers, employees, agents and volunteers" 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 City of Dublin and/or Dublin Unified School District**. The certificate shall be properly executed with the original signature of the authorizing agent of the insurance company.

#### 8. Cancellations

30 days or more	29 days or less	Rainouts
Security deposit and rental fees refunded less. \$5 processing fee.	Security deposit and 50% of rental fees refunded.	Credit will be issued for cancellations due to rain if the office is notified within 48 hours (via phone or email) after the scheduled rental date.

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

## 9. Tennis Court Rules

- The minimum rental is one (1) hour.
- Individual and group rentals are limited to one booking per week, Sunday through Saturday.
- Rental hours of use must include the amount of time needed for use, including set up and clean up.
- Refunds are not given for hours not used.
- Court rentals must be vacated by the time specific on the approved Tennis Court Application.
- Tennis Courts are for tennis use only. Bikes, skateboards, and other uses unrelated to tennis use are prohibited.
- Only non-marking tennis shoes are allowed on the courts.
- For walk-on use, there is a game limit of two consecutive sets or a maximum of one (1) hour of play when players are waiting. Children and adults have equal priority.
- Storage is not available either before or after use.
- Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
- The consumption, serving, and/or selling of alcoholic beverages is not permitted in City of Dublin parks.
- Prohibited in City of Dublin Parks:
  - o Use of generators
  - o SMOKING in City of Dublin parks
  - o Paste, tack, glue, or post any sign, placard, advertisement, or inscription, or to erect any sign in the park.

## 10. Group Availability

- A maximum of two (2) groups will be allowed to reserve the courts for weekday play per week.
- A maximum of two (2) groups will be allowed to reserve the courts for weeknight play per week.
- A maximum of one (1) group will be allowed to reserve the courts for weekend play per week.
- A maximum of three (3) hours per day will be available for each rental.



## Tennis Courts Rental Application

City of Dublin - Parks and Community Services Department  
11600 Shannon Avenue, Dublin, CA 94568 (925) 556-4500

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Organization (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Best  
Contact Number(s) During the Day: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Have you rented one of our facilities before?      Yes      No      (please circle)

### CLASSIFICATION OF APPLICANT

- ☐ Group 1 - Public Agencies  
☐ Group 2 - Non-Profit Organizations  
☐ Group 3 - Resident Individuals or Other Groups\*\*  
☐ Group 4 - Non-Resident Individuals or Other Groups  
☐ Group 4 - Commercial Uses

### RENTAL FUNCTION INFORMATION

Name of Function: \_\_\_\_\_

Use/Function Type:    ☐ Casual Use      ☐ League Game/Practice      ☐ Tournament Game/Practice  
                             ☐ Commercial Use    ☐ Other: \_\_\_\_\_

Anticipated Total Attendance: \_\_\_\_\_ Children in Attendance: \_\_\_\_\_

Facility:    ☐ Don Biddle ☐ Dublin High School ☐ Emerald Glen ☐ Fallon ☐ Kolb ☐ Schaefer Ranch

Tennis Court Preference:      ☐ #1      ☐ #2      ☐ #3      ☐ #4      ☐ #5

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm    End Time: \_\_\_\_:\_\_\_\_ am/pm

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm    End Time: \_\_\_\_:\_\_\_\_ am/pm

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ am/pm    End Time: \_\_\_\_:\_\_\_\_ am/pm

Will the function be open to the public?    ☐ Yes      ☐ No

Will an admission fee be charged?    ☐ Yes\*    ☐ No      \*Purpose of fee? \_\_\_\_\_

The undersigned hereby agrees to be responsible for any damage to the facility occurring during and by this use and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use and agrees that the City of Dublin, its officers, and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Sports Field Use Policy and agrees to comply with the rules and regulations listed therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Organization (if applicable)

\_\_\_\_\_  
Date