



Anderson Park District 2018 Pickleball and Tennis Court Rental Policies

Approved 11/14/2017

The Board of Park Commissioners has directed the Anderson Park District (APD) staff to manage APD facilities as follows: for the primary benefit of Anderson Township residents and business owners; for maximum feasible use within each park's carrying capacity; for fair and equitable distribution; for the provision of maintenance within the approved budget.

These policies were created considering the majority of the groups who obtain "exclusive use" permits for APD courts. Modifications and exceptions will be considered on an individual basis. All requests for consideration of an exception to a specific policy to meet your organization's needs should be made in writing to the APD Executive Director.

Failure to comply with any local, state, or federal laws, or with APD standards, policies, and/or rules and regulations may cause user(s) to be determined to be ineligible to participate in APD programs, events, and/or leagues, and/or to use APD parks and/or facilities.

The APD staff strives to fairly and consistently administer the field use policies as outlined below. League representatives/liaisons are responsible for providing copies of the Pickleball and Tennis Court Use Policies to all participants, coaches, referees, and the parents of participants under the age of 18.

I General Policies

1. APD parks are open to the general public from dawn to dusk. A total of six pickleball courts are located at Clear Creek Park, next to the driving range. A total of three tennis courts are located at Juilfs Park.
2. Non-organized walk-on use is permitted on the pickleball and tennis courts. All organized pickleball and tennis court use for league or tournament play requires a written permit. If a permit holder arrives with a written permit, the court must be vacated. The APD reserves the right to limit or prohibit an organized group from using a court without a permit. **permit issued by the APD supersedes any other organization's permit.**
3. During certain periods, facilities and courts may be reserved for general public use, rather than league or tournament play.
4. "Hourly-use" reservations will be booked on available courts for an hourly fee consistent with the APD policy of charging a fee for "exclusive use". Residents of Anderson Township are charged a discounted hourly rate.
5. The tennis courts and pickleball courts and complex are to be left in a litter free condition.

6. No person or organization shall sell or offer for sale any article, item, privilege or service within the park without a permit from the Executive Director or their designee (i.e. team pictures, merchandise and/or concessions).
7. APD may photograph and/or video participants on park property, and may publish such image(s) in an outlet to promote and/or publicize the ATPD.

II Ohio's Return to Play Law and Ohio's Lindsay's Law

Youth sports organizations, coaches, referees, officials, and instructors are required to follow the guidelines for concussion training, safety, and awareness requirements as presented in Ohio's Return to Play Law, and the APD's Concussion Policy. Youth sports organizations, coaches, parents, and players are required to follow the guidelines for sudden cardiac arrest education and training as presented by the Ohio Department of Health in accordance with Ohio's Lindsay's Law.

III Court Requests and Permit Process

1. Prioritization of Court Use

Court use assignments are determined by the number of teams, participants, and the percentage of residents participating in the league. Anderson Township residents are given priority for court use.

2. Court Requests

- a. Organizations or individuals looking for exclusive use of courts will need to complete a General Field Request Form. Forms should be submitted at least two weeks prior to the requested use date.
- b. Based on the information provided on the completed request form, the APD will schedule their request based on availability. Schedules cannot be finalized or publicized until the APD has had an opportunity to review, approve the request, and issue a court use permit.
- c. All requests must include the following: number of courts requesting, date requesting, beginning time, ending time, and teams playing (if applicable).

3. Rosters and Permit Information

- a. All organizations must submit their "League Rosters", to the APD office, with the most up-to-date information, as soon as it is available, but no later than the last week of the organization's regular season play. Failure to submit league rosters before the end of regular season play will result in a \$250 non-refundable penalty that will be added to your invoice. Additionally, courts may not be allotted in the following season or year if rosters are not submitted from the previous season/year. Court fee payments must be paid before the season if rosters were not submitted the previous season.

- b. The APD is aware it is nearly impossible to be 100% accurate throughout the season, due to roster changes; the information provided must be accurate as of the date on which the information is submitted. Invoices will be emailed or mailed to the league representative.
- c. Please keep in mind that residents of Clermont County, Newtown, and Mt. Washington are not residents of Anderson Township and do not pay taxes to the Anderson Township Park District.

4. **Waivers**

Each organization is required to carry sufficient liability insurance and name the Anderson Park District as an additional insured. Each organization must require participants to sign waivers indemnifying and releasing the Anderson Park District and its respective Boards, staff, and assigns of all liability and responsibility in the event of accident or injury. The organization or league must maintain the waivers for two (2) years after the conclusion of the season. The Anderson Township Park District will request a copy of an individual's waiver only if needed.

5. **Schedule Changes**

The APD reserves the right to alter schedules as needs arise; the APD will notify the league representatives in all cases.

In order to qualify for an adjustment to your organization's account, all schedule changes/reschedules must be received in writing a minimum of two days prior to the scheduled use date. If the organization initiates a schedule change/reschedule, it is not approved until a written permit is generated by the APD.

IV Fees and Charges for Exclusive Use of Courts

Please refer to the current year, Anderson Park District Fees and Charges schedule.

V Court Fees and Payment

The taxpayers of Anderson Township subsidize the cost of court operations and maintenance; fees offset a portion of these expenses. Court fees will be charged according to the scheduled, permitted use assigned to each organization. All court fees are charged by the hour, including, but not limited to hours used for practices, games, tryouts, camps, pre-season, and post-season tournaments. Invoices for league and tournament play will be issued at the conclusion of the playing season unless other arrangements have been requested and granted. Payment is due two (2) weeks after receipt of the invoice. If payment is not received by the due date, a 10% charge will be added each month to any unpaid balance.

- 1. To cancel a game/practice, you must notify the APD at least one (1) week in advance to receive a credit. You may e-mail, APDFields@AndersonParks.com; fax, 513-388-2494; or mail, Anderson Park District, Fields, 8249 Clough Pike, Cincinnati, OH 45244.

2. Tournaments and events will be invoiced separately and may be required to pay a percentage of the requested courts and services prior to usage.
3. To obtain a credit or to reschedule a game(s) or practice(s) **cancelled because of inclement weather**, a representative of the organization must do one of the following within two (2) weeks of the original date: e-mail, APDFields@AndersonParks.com; fax, 513-388-2494; or mail, Anderson Park District, Fields, 8249 Clough Pike, Cincinnati, OH 45244.

Please provide the following information within two (2) weeks of the original date:

- a) Name of Organization/Renter
- b) Representative's name and phone number
- c) Date, time, and court that could not be used
- d) Date, time, and court requested for reschedule

A cancelled game (**for reasons other than inclement weather**) must be reported at least one (1) week prior to the original date to receive credit.

VI Court Invoice Questions

All questions or concerns pertaining to the invoice are to be directed to the Business Specialist (513-388-4512), who will investigate the concern, gather the necessary information, and report back to the permit holder. If the APD is in error, the necessary correction or action will be taken. Otherwise, the Business Specialist will respond that the invoice must be paid.

VII Severe Weather

If coaches, players, league representatives, or referees deem conditions (including weather and/or other factors) to render a court unsafe, play must stop immediately. All courts should be vacated if lightning, thunder, or any other element is present which threatens the safety of the participants and/or spectators.

VIII Tournaments, Camps, and Special Events

All requests for tournaments, camps, and special events must be submitted separately on the Special Event Request Form. If the event is feasible, the event coordinator must arrange the required pre-event meeting with the Business Specialist (513-388-4512) or designee. Fees for such activities are assessed outside of regular season use. The APD reserves the right to require a deposit and surety bond for special events. A deposit may be required for securing time for tournaments and/or special events. Forms and information are available on the APD website www.AndersonParks.com (Athletic Fields – Field User Forms). APD staff is eager to assist your organization to create a successful event at APD facilities.

IX Anderson Park District reserves the right to modify the Pickleball and Tennis Court Use Policies at any time, as needs arise.