



City Council Policy: CP527 - Tennis Court Rental/Reservation Policy

Effective Date: October 3, 2016

Amends: October 6, 2008

Approved By: City Council

I. SCOPE

II. PURPOSE

A. To establish the procedures for the rental/reservation of Prairie Village Tennis Courts.

III. RESPONSIBILITY

A. City Clerk

IV. DEFINITIONS

V. POLICY

A. Private Use

The Prairie Village Tennis Courts may be reserved for private use by making a written request to the City Clerk.

1. The request shall include:

- a.) The name of the sponsoring organization;
- b.) The reason for the reservation;
- c.) The dates and times to be reserved; and
- d.) The number of courts to be reserved;

2. There shall be a fee per tennis court per hour as established in the city fee schedule.

B. School Use

The Prairie Village Tennis Courts may be reserved for team practice by city affiliated schools by making a written request to the City Clerk.

1. The request shall include:

- a.) The name of the sponsoring organization;
- b.) The reason for the reservation;
- c.) The dates and times to be reserved;
- d.) Number of courts to be reserved

2. There shall be a court maintenance fee based on the number of courts used as established in the city fee schedule.

C. Tournament Use

The Prairie Village Tennis Courts may be reserved for tournaments by making a written request to the City Clerk.

1. The request shall include:

- a.) The name of the sponsoring organization;
- b.) The reason for the reservation;
- c.) The dates and times to be reserved;
- d.) The number of courts to be reserved;
- e.) Special accommodations required for the event
 - Access to Tennis Shack
 - Access to additional toilet facilities
 - Reservation of park shelter facilities

2. There shall be a tournament fee as established in the city fee schedule.

VI. PROCEDURES