

## Santa Clara Tennis Center Advanced Group Reservation Policy

Groups may submit a request to reserve courts at the Lifetime Tennis office outside of our standard 7 days advance booking policy. In order to serve the tennis community as a whole, courts will be granted depending on availability and criteria listed below.

Priority consideration for day, time and location will be given to those that meet the following criteria:

- Highest percentage of Santa Clara residents per group
- Request is for tournament, match, or other similar event. Team practices are not eligible for multi-court reservation at Santa Clara Tennis Center
- Group is affiliated with recognized tennis entity (i.e. USTA, CCTA, SCTC, etc.)
- The group/activity helps tennis center participation or provides service to the community

The reserved fee structure is \$9 per hour per court for residents and \$11 per hour per court for non-residents. Proof of residency is required to receive the resident rate, and 50% residency minimum to qualify. Full payment is to be made to **Lifetime Tennis 7 days prior to the group's event or 1st home match (leagues)**. Groups are asked to request sufficient court time for their events and should expect other groups or individual reservations to immediately follow.

**It is our goal to balance usage so that members of the community, lessons, groups, and leagues all have access to this great facility.** We will attempt to accommodate all requests that do not interfere with us providing equitable court access. Individuals participating in an "advanced group reservation" may not book additional courts during the groups scheduled court time.

Requests for USTA, CCTA, B.A.L.L and other organized tennis teams may be submitted up to 90 days prior to the first day of the season's start date and are required no later than 1 week prior to the last day of league registration dates. Lifetime Tennis will review and provide a schedule no later than 1 week after the season schedule has been published. Groups seeking advance reservations less than 1 week prior to the last day of registration will be considered on a first come, first served basis.

Group/team events held at the Santa Clara Tennis Center will typically be limited to 3 courts (Typically courts 6, 7 & 8) for 2.5 to 3.5 hours.

Requests for one time or annual group events may be made up to 1 year in advance. Lifetime Tennis will review and notify any interested parties whether or not the Tennis Park can accommodate the request(s).

**Santa Clara Tennis Center Rain Policy** - During the winter months court conditions can change rapidly. Lifetime Tennis staff will determine court playability during inclement weather. Drying the courts can take some time and often depend on weather conditions. Even after removing all puddles and standing water, courts may still be too slick to play. When staff is available, every effort will be made to dry the courts in a timely fashion. Lifetime Tennis cannot guarantee that your court will be playable in time for your league match. Dry courts are allocated first to Park and Recreation programs and then league matches.

## League Reservation Guidelines

### Court usage

Lifetime Tennis has designated specific time frames and number of courts for various match formats at the Santa Clara Tennis Center. **Teams are expected to complete all warm-ups and matches within the allotted time frames.**

In the event that a match extends beyond the group's reserved time, the team captain shall be responsible for clearing the courts so as to allow the next user / group to enjoy their full reservation. The staff of Lifetime Tennis will work with team captains to find other available tennis courts so that the league match(es) may be concluded that same day.

Barring any unforeseen circumstances (i.e. 2 matches on the same day) it is our intention that courts 6, 7, and 8 will be scheduled for all matches played at the Santa Clara Tennis Park. A maximum of 6 teams per season is allowed, not including teams that play mid-day during week days. Also, a maximum of 4 home matches can be scheduled at any given week.

3 match leagues (i.e. USTA combo or mixed teams) – given 3 courts for 2.5 hours each  
4 match leagues (i.e. weekday morning senior teams) – given 4 courts for 2.5 hours each  
5 match leagues (i.e. Men's / Women's USTA teams, or CCTA) – given 3 courts for 3.5 hours each.

### Designated days and times

Lifetime Tennis will award each team is awarded a specific day and time to host all home matches. In the event of rain or cancelled matches, the team captain will arrange a make-up schedule with Oliver Leopold([oliverl@lifetimeactivities](mailto:oliverl@lifetimeactivities)) and [cc:kelym@lifetimeactivities.com](mailto:cc:kelym@lifetimeactivities.com), the Santa Clara Tennis Center advanced group reservation coordinator. The captain is not to "assume" a rain out without first speaking with a member of Lifetime Tennis.

### Reservation fees

All individual and group advanced reservations occurring during prime time or non-prime time are considered pay to play experiences and will be charged in advance at a rate of \$9 / hour per court for residents and Santa Clara Club members. The non-residents rate is \$11/ hour per court.

### Santa Clara Tennis Club

All teams wanting to use Santa Clara Tennis Center for their home matches must be members of the Santa Clara Tennis Club as the Club is the recognized member org for USTA.

### Pre-season deadline

The total payment for all home primetime matches is to be remitted to the Tennis Park office no less than 1 week prior to the 1st home match.

### Match amenities

To better enhance your playing experience, Lifetime Tennis will provide scorecards on each of your team's match courts. Water may be purchased in the office. Wilson US Open tennis balls may also be purchased for only \$3.50 a can; including tax.

**Santa Clara Tennis Park  
Advanced Group Reservation Form**

Name of Contact Person \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name of Team / Organization / Event \_\_\_\_\_

Requested season or specific dates (Add exact dates ex. 12/04 at 2:30-5pm)

\_\_\_\_\_

Requested day & Time of the week

1<sup>st</sup> Choice day \_\_\_\_\_ time \_\_\_\_\_

2<sup>nd</sup> Choice day \_\_\_\_\_ time \_\_\_\_\_

3<sup>rd</sup> Choice day \_\_\_\_\_ time \_\_\_\_\_

**ADULT SEASON 5 line matches may be played 6:30-10pm on Mon or Fri and 11:00am-2:30pm/2:30-6:00pm on Sat or Sun**  
**ALL 3 LINE MATCH FORMAT SEASONS may be played 7:00-9:30pm Mon or Fri and 12noon-2:30/2:30-5 on Sat or Sun**

For requests with multiple dates (i.e. USTA, CCTA, Ball leagues), please include the following information about the group participating:

- 1) Attach a roster of team with residency for each member
- 2) Please circle the number that best reflects the % of participants that are Santa Clara residents.

10%    20%    30%    40%    50%    60%    70%    80%    90%    100%

Please sign below indicating you have read and understand the Advanced Group Reservation Policy and the League Reservation guidelines:

Signature \_\_\_\_\_

Date Received \_\_\_\_\_

Email request form to: [santaclara@lifetimeactivities.com](mailto:santaclara@lifetimeactivities.com) and cc: [kelym@lifetimeactivities.com](mailto:kelym@lifetimeactivities.com)