



# **COMMUNITY CENTER TENNIS COURT POLICY**

*City of Hermosa Beach ~ Community Resources Department*

710 Pier Avenue • Hermosa Beach, CA 90254

**\*Office Hours: Monday-Thursday 7am-6pm**

310.318.0280 • 310.372.4333 (fax)

## **GENERAL RULES**

The following rules are posted on each court:

1. Hours of operation: 8am-10pm daily.
2. Courts not available for reservation on the first Tuesday of every month from 7-10am due to court cleaning.
3. Courts 4 & 6 will remain free of reservations for public use.
4. City-Sponsored classes and tournaments have priority over all reservations on all courts.
5. Reservations are made for Hermosa Beach Residents and pre-approved Private Instructors only.
6. Reserved times are posted on each court and updated on a weekly basis.
7. Without a reservation, courts are available on a first-come, first-serve basis and free of charge.
8. When others are waiting to play; court shall be given up at the end of one (1) hour for singles, two (2) hours for doubles.
9. Players waiting for a court should notify players of the individual court they intend to play on.
10. Tennis etiquette shall prevail at all times.
11. Only tennis shoes permitted.
12. Only traditional tennis play permitted.
13. No unauthorized tennis instructors permitted.
14. All tournaments are considered special events and need to be approved by the Community Resources Department.
15. Report any court damage of vandalism to the Community Resources Department immediately.
16. Play at your own risk.

## **HERMOSA BEACH RESIDENTS**

### **RESERVATIONS AND CANCELLATIONS**

- Residents must come to the Hermosa Beach Community Center during \*office hours to open a Tennis Reservation Account, which consists of signing the Hermosa Beach Community Center Tennis Court Policy and showing proof of Hermosa Beach residency.
- The Tennis Reservation Account Holder is the only one permitted to make reservations and cancellations.
- Residents are restricted to one court reservation per household, per day and limited to no more than 2 hours per day.
- Resident reservations will be taken on a first-come, first-serve basis.
- Resident reservations can be made 24 hours in advance, beginning on the last OFFICE day (Monday –Thursday) of the month, for the upcoming month only.
- Resident cancellations can be made 24 hours in advance during \*office hours.
- Residents will be granted cancellations for inclement weather. The Resident is responsible for notifying the office of cancellations due to weather conditions.

### **PAYMENTS**

- Resident reservation fees are \$5 per hour during daylight time /\$10 per hour during lighted time (7pm-10pm)
- Payment is due at the time the reservation is made.
- The Tennis Reservation Account Holder is the only one permitted to make payments.

# PRIVATE INSTRUCTORS

## PRE-APPROVED PRIVATE INSTRUCTORS LIST

The Community Resources Department holds a list of Pre-Approved Private Instructors. The number of instructors allowed on this list is at the discretion of the Community Resources Department. Subsequent Private Instructors will be waitlisted on a first-come, first-serve basis.

## PRIVATE INSTRUCTOR REQUIREMENTS

Private Instructors are required to provide:

- 1.) Commercial liability insurance with \$1 million coverage with an endorsement naming the City, and its officers, employees and agents as additional insured.
- 2.) A signed Release and Assumption of Risk Waiver.
- 3.) A signed Hermosa Beach Community Center Tennis Court Policy

## RESERVATIONS AND CANCELLATIONS

- Only 3 courts may be reserved at any given time for private instruction (limited to one court per Private Instructor.)
- Private Instructor schedule requests are due on the last OFFICE day (Monday-Thursday) of the month for the upcoming month. Schedule requests will not be accepted any earlier than the last office day of the month.
- Private Instructor reservations will be taken on a first come first serve basis. Requested dates and times are not guaranteed until confirmation is received by the Community Resources Department.
- Schedules are updated weekly, every Sunday, for the upcoming week. All changes made to the schedule (including cancellations) must be submitted to the office by 6:00pm the Thursday prior. Any changes made to the schedule, after schedules are posted will incur a \$10 administrative fee.
- Private Instructors will be granted cancellations for inclement weather. The Private Instructor is responsible for notifying the office of cancellations due to weather conditions. There will be no refunds for classes not taught due to no-shows.
- Private Instructors must adhere to the hours posted on the courts. Any individual, who uses a tennis court to teach a lesson, without being a pre-approved Private Instructor with an authorized reservation from the Community Resources Department, will lose court reservation privileges and will be dropped from the pre-approved Private Instructor list.
- Private Instructors will lose court reservation privileges, and will be dropped from the pre-approved Private Instructor List if reservations are not made for 3 consecutive months.

## PAYMENTS

- Private Instructor reserved time - \$7 per hour during daylight time /\$10 per hour during lighted time (7pm-10pm)
- Once availability is determined and requested dates are confirmed, payment is due within 48 hours of receiving confirmation to the Community Resources Department.
- Private Instructors will also lose court reservation privileges, and will be dropped from the pre-approved Private Instructor List if a payment is not made within 30 days of their last court reservation.

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*I hereby certify that I shall be responsible, on behalf of my group/organization, for any damage or abuse of buildings, grounds, fields, equipment, or other facilities through the use of said premises by my group/organization. I agree to abide by and enforce the rules and regulations of the City of Hermosa Beach and certify that I have read the rules, regulations and agreements listed.*

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Signature of applicant

Date

**Check one:** Private Instructor  Resident

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_