

## SPORTS FACILITY POLICY MANUAL – TENNIS

City of Oak Ridge Recreation and Parks Department maintains a variety of sports facilities for use by citizens and visitors alike. We currently maintain 9 baseball/softball fields, 4 soccer facilities that give the option for 9 smaller fields, 2 tennis court complexes with a total of 22 courts, and 2 disc golf facilities located throughout our beautiful city. Below is a list of policies that apply to the use of these facilities. The facilities are managed and maintained by the City of Oak Ridge Recreation and Parks Department.

### INSURANCE REQUIREMENTS:

- Any group wishing to rent all or part of these facilities, **shall have written proof of \$1,000,000 in Liability insurance and have "City of Oak Ridge" specifically named as an additional insured. This written proof of insurance must be provided at least 2 weeks in advance of the permitted date.**

### DEPOSIT FEE:

- After a "Request for Practices, Match or Tournament and Special Event Application" form has been submitted and an event approved by the Manager of Athletics a 50% deposit will be required at least 1 month prior to the approved permitted date to complete the reservation process. This deposit will be applied toward the final total cost due. Once submitted the deposit is not refundable, except in the case of cancellation due to weather. The remainder of the balance will be billed upon the completion of the permit. Make check payable to "City of Oak Ridge". If deposit fees are not received within 1 month of the event the event will not be reserved.

### FEE SCHEDULE:

Class II – Oak Ridge youth and senior citizen activities

Class III – Oak Ridge community organizations and Adults

Class IV – Commercial use, non-resident and non-Oak Ridge organizations

Class	Prime Time	Non- Prime Time	Tournaments
I	N/A	N/A	N/A
II	\$.90/hr	\$.55/hr	\$50/day
III	\$1.80/hr	\$.90/hr	\$75/day
IV	\$7.20/hr	\$3.60/hr	\$100.00/day

- Tournament rental fee will provide up to 6 courts @ Jackson Square and 6 courts @ ORHS. Any courts over 6 at each location must include the remaining courts in a specific enclosed space.
- Jackson Square Courts have options available for usage of 2, 3, 5, 6 & 8 courts.
- ORHS Courts have options available for usage of 3, 6, 7, 8, 10, 11 & 14 courts.
- Each court used over the initial 6 provided will incur an hourly rate.

#### **Umpires and Officials:**

- The City of Oak Ridge is not currently affiliated with a particular group of umpires and officials, and therefore does not provide officials for any of our rentals. We prefer that local, qualified umpires and officials be used to officiate games. Umpires must be registered and in good standing with whatever group they are representing. The City of Oak Ridge Recreation and Parks department reserves the right to approve all umpires and officials used for games played at the facility. The Manager of Athletics will make this decision.

#### **PRE-TOURNAMENT MEETING:**

- There will be a mandatory meeting between the City of Oak Ridge Manager of Athletics or Manager of Parks and designated representative(s) of the tournament prior to the tournament at a mutually agreed upon time. Issues related to officials, court maintenance inclement weather policy, insurance, schedule, etc. will be discussed.

#### **RENTER RESPONSIBILITIES:**

- Renters of the facilities will be responsible for:
  - o Providing Balls
  - o Providing awards
  - o Advertising
  - o Providing Rules
  - o Providing Brackets / Game Schedule
  - o Providing rain out policy
  - o Providing trainers (if required)
  - o Paying for security (if required)
  - o Scheduling and paying umpires, score keepers and gate keepers
  - o Handling game protests

#### **SCOREKEEPERS AND EQUIPMENT:**

- The facility does not supply scorekeepers or equipment at the facility. It will be the responsibility of the renter to provide the scorekeeping equipment at each facility. Payment of any scorekeeper used will be the responsibility of the renter.

#### **COURT SUPERVISOR:**

- The City of Oak Ridge does NOT currently provide a court supervisor. All court decisions will be the responsibility of the renter. Please remember that any damage done to the court or facility can be charged to the facility renter and could affect future rentals.

## CONCESSIONS:

- A concessions stand is not provided on site at any of our tennis courts

## OAK RIDGE RECREATION AND PARKS RESPONSIBILITIES

### COURT PREPARATION:

- The City of Oak Ridge does not line or otherwise prepare courts for tournament play other than normal weekly maintenance. No maintenance can be done by clubs without prior approval of the Manager of Parks or Manager of Athletics.
- Any requests for adjustments made to the court setup (bench adjustments, light timer adjustments...etc.) need to be submitted to Manager of Parks or Manager of Athletics at least 14 days in advance.

### RESTROOMS:

- A portable restroom will be provided at the Jackson Square courts, while restrooms for the High School Tennis courts are available across the street at the Civic Center between the hours of 8 am and 10 pm (Mon – Sat). If additional portables are needed on site they must be provided at the expense of the renter and a request must be made to the Manager of Parks or Manager of Athletics at least 14 days in advance.

### TRASH PICK UP:

- Event trash pickup during the event is the responsibility of the event group. User groups/individuals are strongly encouraged to remind their participants to use the receptacles provided and not throw trash on the ground. The event group will be charged for the removal of any trash left on site after the event and picked up by our City workers or contractors.

### SECURITY:

- A security individual may be assigned/required at the cost of the renter to periodically be on site to patrol the parking lots, deal with any disturbances and generally assist the facility manager as needed.

### GAME TIMES:

- No matches will begin before 8:00 am. All lights at our courts will end at 11:00 pm.

### INCLEMENT WEATHER POLICY:

- The City of Oak Ridge Recreation and Parks Department reserves the right to determine when the courts are not playable. Under no circumstances are the courts to be used for play when the Manager of Parks or the Manager of Athletics or a designated court supervisor has determined that the conditions are unsafe for users or possibly harmful to the courts.

#### **PARK RULES:**

- The City of Oak Ridge Recreation and Parks Department has the following rules for facilities that are expected to be followed by all users of the facilities. VIOLATORS OF THESE RULES WILL BE ASKED TO LEAVE THE PREMISES
  - o No Alcoholic Beverages
  - o No Pets on playing surface
  - o No tobacco products
  - o No knives, firearms or explosives (unless authorized permit by law or City of Oak Ridge)
  - o No profanity or loud threatening language
  - o No hitting into the fences
  - o No person operating, directing or responsible for any airplane, helicopter, glider, balloon, dirigible, remote controlled aircraft, parachute or other aerial apparatus, shall take off or land on any park area, recreational land or waterway, except when human life is endangered or an emergency situation exists, except upon written permission of the director in conjunction with some special event or program for the public benefit.

**All questions and correspondence concerning our facilities should be directed to:**

Steve Stone – Manager of Athletics

City of Oak Ridge Recreation and Parks

PO Box 1, Oak Ridge, TN 37831

[ssstone@oakridgetn.gov](mailto:ssstone@oakridgetn.gov)

865-425-3443



## City of Oak Ridge Recreation and Parks Department Policy Manual Acknowledgment Form TENNIS

I hereby confirm the reading and full understanding of the "Sports Facility Policy Manual – Tennis" and agree to follow and abide by all guidelines, stipulations, policies, and procedures as set forth in this document. I will also ensure that all individuals acting on behalf of myself or the (organization name) \_\_\_\_\_ are aware of and are in full understanding and agreement with the terms and conditions of this document.

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Organization Representative Name: \_\_\_\_\_

Organization Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed acknowledgment form to:

Steve Stone – Manager of Athletics

City of Oak Ridge Recreation and Parks

PO Box 1, Oak Ridge, TN 37831

[ssstone@oakridgetn.gov](mailto:ssstone@oakridgetn.gov)

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