

**Warren Parks, Recreation and Public Facilities
Beaty and Betts Park Tennis Court Permit Application**

Organization Name: _____ Date: _____

Organization/Group's Address: _____

Organization's Contact _____ Phone (____) _____ Fax (____) _____

Does individual/ organization have liability insurance? Yes _____ No _____ (if yes, please attach)

Reason for reservation: _____

DATES	DAY OF WEEK	TIMES	# OF COURTS	PARK	PURPOSE

Are you requesting use of grassy area next to courts? _____yes _____no

Contact information of person at the courts on day of reservation:

Name: _____ Phone (H): _____ (cell) _____

Email address: _____

Users of public facilities shall conduct themselves in a manner which will in no way endanger the safety of any person, disturb the peace, or constitute a nuisance to other users or private property owners adjacent to park lands, recreation facilities and conservation areas, nor act in an unlawful, disorderly or disruptive manner nor in any way destroy, deface, injure, remove, disturb, pollute, litter or befoul any public property, equipment, building, sign, utility or other property therein, nor kill, trap, injure or cause to be disturbed any bird or animal within recreation, park and conservancy sites.

This application is to help the City when scheduling facilities. This does not necessarily give approval of the above request. You will be notified if more information is needed. Payment must be made in full and accompany this application. Payment is not refundable unless your request is not approved by the City.

By signing below the undersigned certifies that he/she acknowledges receipt of and has read the attached Court Usage/ Reservation Policy and will abide by the Warren policies and procedures. The undersigned also acknowledges and agrees that he/she will be held liable for any and all damages to the Warren property by user or user's guest.

Printed Name _____ Signature _____ Date _____

Warren Authorized Representative _____ Date _____

Warren Parks, Recreation and Public Facilities

Beaty and Betts Park Tennis Courts Use Policy

I. RECREATIONAL PLAY

- A. Priority use of the courts is recreational play for the general public, especially City residents on a first-come, first-served basis.
- B. Court rules and regulations are posted on-site and should be obeyed by all patrons at all times. They include:
 - 1. Hours of operation are 7:30 AM- 11:00 PM daily, April 1 through October 31.
 - 2. Courts are available on a first-come, first-serve basis unless "reserved by permit".
 - 3. Court time should be limited to one and one quarter hour if others are waiting.
 - 4. Shirts and appropriate shoes must be worn at all times.
 - 5. No glass, street shoes, skateboards, skates, bicycles, etc. on courts.
 - 6. Rules and etiquette of tennis should be observed at all times.
 - 7. Parking is confined to parking lots only.
 - 8. Permits may be revoked at any time if a violation occurs.

II. NON-CITY EVENTS

- A. Should groups or individuals desire to reserve a court facility for tennis use or in conjunction with a reserved picnic pavilion they may do so by submitting a permit application to the City Administrative Office. Upon review by the City Manager, or his/her designee, the application will be approved or denied and notice will be provided to the applicant.
- B. User groups will be charged a fee per the City's Fee Schedule. [example: \$10.00 per court for 3 hours or \$4.00 an hour per court]
- C. An area for registration, spectator viewing, tournament desks and draws, hospitality, etc. may be set up in the grassy area adjacent to the courts. If group will be using grassy area please indicate such usage on the reservation form.
- D. Permit applies to the specific date, time and number of courts reserved on the permit.
- E. Users of facilities must show proper identification upon request by police or representatives of the City.

III. PRIVATE INSTRUCTION

- A. Private instruction for profit will be subject to the lowest priority of all facility uses.
- B. Instruction sessions are subject to all rules and regulations posted on-site, as well as the clarifications and additional rules listed below.
- C. Instructors are not free to use a court for more than the allotted time period on their permit.

IV. COURT USAGE/ FEES

- A. All groups or individuals wishing to reserve courts must pay a non-refundable reservation fee which will be based upon the City's Fee Resolution. All reservations are tentative until the completed application and nonrefundable reservation fee are received and approved by the City. All tentative reservations will be held for 15 days. After the 15th day, the court reservation time will be reopened and filled on a first- come, first-served basis.
- B. Payment of reservation fee is required before use of courts.
- C. Upon approval of the Facility Use Permit, a confirmation e-mail or letter will be sent to user organization or individual confirming the date, time and court(s) reserved.
- D. Notification of cancellation must be given at least twenty-four hours prior to the court reservation time. No fee will be refunded; however, the fee may be applied to a future reservation.
- E. Any reservations may be made up to 6 months in advance but not less than 48 hours in advance of requested event. Inclement weather conditions may be cause for time of reservation to be adjusted.
- F. The undersigned shall be responsible for cleanup and care of the courts used. Failure to do so may result in a loss of current and future privileges.
- G. Reservation of the courts entitles the user group to the use of only the courts specified. Use of any additional or available courts without a prior reservation agreement is strictly prohibited, and the offending user group or individual will be charged an additional court usage fee. Non-compliance with the usage policy may result in the loss of current and future privileges.
- H. Proper insurance certification must be presented where deemed necessary according to the event or function type. The Certificate of Liability Insurance must list the City of Warren as "also insured."
- I. All court rules are to be abided by at all times.



CITY OF WARREN

318 West Third Avenue Warren PA 16365 814-723-6300 Fax 814-723-3242

www.cityofwarrenpa.gov

**Billing Address:**

WARREN COUNTY SCHOOL DISTRICT
6820 MARKET ST EXT
RUSSELL PA 16345

Invoice Summary:

Date: 6/22/2017
Invoice #: 10809
Amt Due: \$1,450.00
Account: 741
Due Date: 7/22/2017

Invoice Date	Item Description	Invoice Amount
6/22/2017	TENNIS COURT USE AT BETTS PARK 2017-2018 SEASON	\$1,450.00

TOTAL DUE

\$1,450.00

PLEASE REFERENCE THIS INVOICE NUMBER ON ALL PAYMENTS AND CORRESPONDENCE.
IF YOU HAVE ANY QUESTIONS, CONTACT THE FINANCE DEPT AT THE PHONE NUMBER SHOWN ABOVE.

PAYMENT IS DUE WITHIN 30 DAYS OF THE DATE OF THIS INVOICE.