



Hadley Tennis After Hour Reservation

1. Participant Information

Participant/Organization: _____

Primary Contact: _____

Address: _____

Email: _____ Phone: _____

2. Court Reservation

Dates(s): _____

Arrival Time(s): _____ Departure Time(s): _____

Number of Courts: _____

Nature of Event: _____

Court Type: Indoor ☐ Outdoor ☐

3. Fees & Payment

Indoor Court Rate: \$15.00 per hour minimum of two hours

Outdoor Court Rate: \$7.00 per hour minimum of two hours

After-Hours Staffing: \$45.00 per hour

Total Fee: \$ _____

4. Confirmation Requirements

- Court/space availability is verified
- Required staffing is secured
- Full payment has been received

5. Staffing Requirements & Additional Staffing Policy

- Staffing assignments are based on safety requirements, facility oversight, and operational needs. The initial staffing fee will be prorated when applicable.
- All staffing fees must be paid no later than 3 business days prior to the rental.

6. Cancellations, Refunds & Weather

- A minimum of 24-hours' notice is required to receive a refund, credit, or reschedule.
- No-shows are non-refundable.
- Outdoor courts may close due to rain, lightning, or unsafe conditions.

7. Liability Waiver & Release

- Participant assumes all risks associated with tennis activity and agrees to hold Metro harmless.



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8. Usage Rules & Code of Conduct

- Only drinks (water and sports drinks) are permitted in the bench area. No food is allowed. Drinks must be kept in non-breakable, covered containers when not in use. All containers must stay by the bench with personal belongings and may not be placed on the playing surface.
- Payment may be made by business check, cash, credit card, or money order. Personal checks will not be accepted.
- All credit card payments will be charged a 2.3% convenience fee.
- Participants must follow Metro Parks Participants Code of Conduct and all facility rules.
- Prohibited conduct includes profanity, harassment, vandalism, substance use, and unsafe behavior. Parks staff have the authority to stop unsafe, destructive, or illegal activity and terminate the reservation in the event policies & rules are violated.

9. Facility Priorities & Adjustments

- Hadley Park Tennis Center may modify or relocate court time for maintenance or programming.

10. Damages & Responsibility

- The reserving party is required to remove all trash and personal items from the court at the end of their scheduled time.
- Participants will be held responsible for any damage to facility, equipment or property resulting from their use.

11. Score Cards

- The main contact must leave a driver's license or photo ID at the front desk until the event has concluded and the scorecard is returned in good condition.

12. General Time Restrictions

- All matches must conclude before the approved departure time.
- Staff cannot remain beyond the approved rental end time.
- If additional time is required beyond your approved departure time and staff are available to extend the rental, an additional hourly court fee and staffing fee will be assessed prior to extending the reservation.

Applicant Signature: _____ Date: _____

.....**Below for official use only**.....

Accepted and Approved by Metro Parks

Facility Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

Metro Parks does not discriminate based on race, color, or national origin.

Language assistance or accessible formats available upon request.