



Guide to Booking Tennis Courts

Advance Reservations

1. An advance reservation or wait list position for court time can be made up to 5 days in advance, including present day.
2. Each Club membership (Single or Joint) can have only one advance reservation or wait list position on the books at any one time. Reservations may not be transferred. Only one person on a membership may have his/her name on the advance reservation list at one time.
3. Only one reservation may be made per phone call and a member may only book his/her reservation.
4. On the day of your advance reservation, you may sign up for another advance reservation.
5. The member who has reserved the court must check-in and pay for the entire cost of the court **BEFORE** play. No one may use another member's reservation.

Wait List Procedure

If your reservation cannot be satisfied, you can request placement on the court wait list. Once on the list, the following procedure will apply when a court becomes available.

1. The first person on the list requesting the time that has become available will be called.
2. If he/she cannot be reached, the next person on the list requesting time will be called. No message will be left.

Cancellations

1. If a court is cancelled less than 24 hours before the court time, the member will be charged.
2. Any member who fails to check in and use his/her court time will be subject to a "No-Show" fee.



General Rules

1. Members arriving 20 or more minutes late for a court reservation will lose their reservation and be subject to a "No-Show" fee.
2. If the Club misbooks a court reservation, the Manager on Duty will arrange re-booking and/or appropriate compensation.
3. The Club reserves the right to preempt court reservations for special occasions, and will give special consideration in rescheduling at a convenient time.
4. Members playing Singles (1-3 people) may only book a court for a maximum of one hour, except for Mon-Fri between the hours of 9am-4pm they may book for 1.5 hours. Members playing Doubles (4 people) may only book a court for a maximum of 1.5 hours.

In order to make the system work, all rules will be strictly enforced. Persons violating the rules will be subject to the following penalties:

1. Assessment of "No Show" fees
2. Loss of advance reservation privileges
3. Other penalties at management discretion

These rules have been designed to give all memberships an equal opportunity to use the facilities. The Member Service Staff has been directed to enforce the rules and we thank you for your cooperation.

*All policies are subject to change.