

City Of Marshfield Policies and Procedures

Chapter 6: Parks and Recreation

SUBJECT: Tennis/Racquetball Center Policies and Procedures

POLICY NUMBER: 6.610

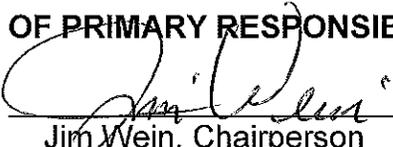
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DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks and Recreation

APPROVED BY: 
Jim Wein, Chairperson
Parks, Recreation & Forestry Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

The Marshfield Parks and Recreation Department operates an indoor tennis and racquetball center at City Hall Plaza, 630 S. Central Avenue. The center includes one indoor tennis court and one indoor racquetball court with lockers/shower rooms for men and women. Currently, the City of Marshfield considers the Tennis/Racquetball Center budget as a "continuing appropriation fund". This is intended to use only revenues generated from the users of the center to cover the majority of the costs for its operation and improvements. Revenues in excess of the expenditures are retained annually to offset future operations and to make improvements to the center. The following policy shall govern the operation of the center.

Facility Use Priorities

Parks and Recreation Department activities will receive priority in scheduling of the courts. These activities shall be scheduled in advance of reservation opportunities for the general public and will not displace (bump) scheduled court reservations already in place for the general public. The Parks and Recreation Department may also cooperate with local organizations to schedule (reserve court time) for special activities, tournaments, or events at the center in advance of the reservation opportunities for the general public.

Facility Hours and Reservations

Hours of operation for the facility will be scheduled each year by the Parks and Recreation Department and will be listed in department brochures and at the facility.

Reservations will be taken no more than one (1) week in advance of the requested date and time. Exception will be made for league participants who may make reservations no more than two (2) weeks in advance of the requested date and time to schedule a league match.

Individuals may request to use the facility during non-supervised times within the posted facility hours by contacting the Parks and Recreation Department. User information will be collected from the individual and the fee shall be paid at this time. An access code will be issued to the identified "responsible party". All non-supervised usage must be scheduled in advance through the Parks and Recreation Department during normal office hours. Individual must be age 18 or older to schedule use of the court during non-supervised times. Use of the facility during non-supervised hours may be restricted and/or discontinued at anytime by the Parks and Recreation Department.

Permanent court time or contracted time will be made available to individuals who wish to schedule a regular court time on the same day each week for the same period of time. All fees will be pre-paid and refunds will not be made for court time that is not used. Permanent Court time will only be allowed for certain facility hours. Open hours will be made available for call-in court reservations. Specific details will be listed in the Tennis/Racquetball User Guidelines.

Fees and Charges

Fees will be paid prior to the use of the tennis and racquetball courts. The fees will be listed in the Parks and Recreation Fee Schedule adopted by the Parks, Recreation, and Forestry Committee.

Prepaid "punch card" options will be made available through the Parks and Recreation Department staff to pay for court time. This option will provide a small reduction in the per use fee. Any unused prepaid time will expire one year following the date of purchase. Extension of the expiration period may be granted by the Parks and Recreation Department due to illness, injury, or other special situations that did not allow the individual to use the courts within the specified time.

Non-resident fees will be paid by individuals using the courts whose primary residence is outside of the city limits of Marshfield. Residency is not based on where an individual works, if they own a property or business in the city limits, or if they are a member of a school or organization that is located within the Marshfield city limits. The fee schedule shall include both an annual non-resident fee and a daily non-resident fee.

User Guidelines and Procedures

A listing of Tennis/Racquetball Center User Guidelines and Procedures will be maintained by the Parks and Recreation Department and approved by the Parks, Recreation, and Forestry Committee to address specific information regarding operation procedures.