

## 2010 VTC Tennis Court Reservation Policy & Rules for VTC Member and Non-Member Patrons

*Effective: 7-1-09*

### MEMBER/NON-MEMBER FEE POLICY

1. **VTC Members:** All court fees and fees for VTC "In-House Activities" for all VTC members are included in their monthly membership dues. There are no additional charges for these.
2. **Non-members** booking court times must pay a non-member court fee for each court time reserved or utilized.
3. **Non-members** participating in VTC "In-House Activities" must pay a non-member user fee for each activity attended. The non-member activity fee is \$16.00 per person, per activity. 5-time punchcards are also available at the front desk for \$75.00.
4. **Non-members** participating in any VTC sponsored league matches (ie: Greater Portland Ladies City League, USTA League or Flex League) must pay the associated non-member court fees and league fees in order to participate.

### INDOOR/OUTDOOR TENNIS COURT TIMES

1. Indoor and outdoor tennis court times are: 6:45am, 8am, 9:15am, 10:30am, 11:45am, 1pm, 2:15pm, 3:30pm, 4:45pm, 6pm, 7:15pm and 8:30pm.

### INDOOR RACQUETBALL/WALLYBALL COURT TIME POLICY

1. Indoor racquetball/handball/wallyball court times are in one hour increments, beginning at 7:15am. The last court time is 8:15pm.

### COURT RESERVATION POLICY

1. VTC members in good standing may book a court 7 days in advance. Non-members in good standing may book a court 2 days in advance.
2. Indoor and outdoor tennis court reservations for 6:45am, 8am, 9:15am, 10:30am, 11:45am, 1pm, 2:15pm and 3:30pm courts begin at 7am each morning.
3. Indoor and outdoor tennis court reservations for 4:45pm, 6pm, 7:15pm and 8:30pm courts begin at 7:30am each morning.
4. All racquetball court reservations begin at 7:30am each morning.
5. Only one (1) reservation for one (1) court time per phone call. Members can only reserve one prime time court. Prime time is 4:45pm, 6pm and 7:15pm. No back to back reservations.
6. The person calling in for the reservation must give two (2) names for singles and four (4) names for doubles at the time of the reservation. First initials and last names will be taken by the VTC front desk staff.
7. All persons using a court reservation (members and non-members) must check in at the VTC front desk before entering the court. Each person utilizing the court must be properly listed on the master court sheet.
8. If the reservation party does not arrive within 15 minutes of the assigned court time (per VTC clock), and does not call ahead to alert the front desk staff, the court will be given up to any parties in waiting.

### NO SHOW/LATE CANCELLATION POLICY

1. We ask that all VTC members and patrons reserving courts please be mindful of the fact that we have numerous members/patrons vying for a limited number of courts. If you are not able to play during the reservation time that you have booked, we kindly ask that you call us at **(360) 696-8123** at least two (2) hours prior to your reservation and cancel your court.
2. In the event that a court reservation is made and no one shows up to use the court, a \$12 "**NO SHOW**" fee will be assessed directly to the account of the person(s) who's name(s) appear on the reservation.
3. In the event that a court reservation is made and a cancellation is made less than two (2) hours before the court reservation is to begin, a \$12.00 "**LATE CANCELLATION**" fee will be assessed directly to the account of the person(s) who's name(s) appear on the reservation.
4. "**NO SHOW**" and "**LATE CANCELLATION**" fees will be automatically billed to the appropriate billing account and will show up on the monthly billing statement.

### TENNIS LESSON POLICY

1. Only VTC employed Tennis/Racquetball Professionals/Instructors are allowed to give tennis/racquetball lessons, instruction, coaching, etc. on VTC courts. There are no exceptions.

