



City Council Policy: CP527 - Tennis Court Rental/Reservation Policy

Effective Date: January 16, 2024

Amends: February 5, 2018

Approved By: City Council

I. SCOPE

II. PURPOSE

A. To establish the procedures for the rental/reservation of Prairie Village Tennis Courts.

III. RESPONSIBILITY

A. City Clerk

IV. DEFINITIONS

V. POLICY

A. **Private Use**

The Prairie Village Tennis Courts may be reserved for private use by making a written request to the City Clerk.

1. The request shall include:
 - a.) The name of the sponsoring organization;
 - b.) The reason for the reservation;
 - c.) The dates and times to be reserved; and
 - d.) The number of courts to be reserved;
2. There shall be a fee per tennis court per hour as established in the city fee schedule.

B. **School Use**

The Prairie Village Tennis Courts may be reserved for team practice by city affiliated schools by making a written request to the City Clerk.

1. The request shall include:
 - a.) The name of the sponsoring organization;
 - b.) The reason for the reservation;
 - c.) The dates and times to be reserved;
 - d.) Number of courts to be reserved
2. There shall be a court maintenance fee based on the number of courts used as established in the city fee schedule.

C. **Tournament Use for City Affiliated Schools**

The Prairie Village Tennis Courts may be reserved for city affiliated schools tennis tournaments by making a written request to the City Clerk.

1. The request shall include:
 - a.) The name of the sponsoring organization;
 - b.) The reason for the reservation;
 - c.) The dates and times to be reserved;
 - d.) The number of courts to be reserved;
 - e.) Special accommodations required for the event
 - Access to Tennis Shack
 - Access to additional toilet facilities
 - Reservation of park shelter facilities
 2. There shall be a tournament fee as established in the city fee schedule.
-

D. Tournament Use for Private Entities

The Prairie Village Tennis Courts may be reserved for private use tennis tournaments by making a written request to the City Clerk.

1. The request must be submitted a minimum of two weeks prior to event and shall include:
 - a.) The name of the sponsoring organization;
 - b.) The reason for the reservation;
 - c.) The dates and times to be reserved;
 - d.) The number of courts to be reserved;
 - e.) Special accommodations required for the event
 - Access to the Tennis Shack as long as expectations of the City are met
 - Access to additional toilet facilities
 - Reservation of park shelter facilities
2. There shall be a tournament fee as established in the city fee schedule.
3. Each tournament may not exceed three days (excluding exceptions for rain out delays).
4. No single private entity can reserve the courts for tennis tournaments on consecutive weekends.
5. A maximum of two tournaments may be held per month, available on a first come, first served basis after the school-related tournaments have been scheduled.

VI. PROCEDURES