

PHOENIX TENNIS CENTER

RE:10/09/2024

Facility, Court, & Equipment Rental Application, Agreement, & Invoice for Special Events, Leagues, Groups, & Schools

SUBMITTED: _____	Information (Print Legibly or Circle):
Organizer/Captain Name	
Cell/Alternate Phone	/
Email Address	
Organization Type	USTA ATA Inter-Club School Other: _____
Organization/Team Name	
Group Level	3.0 3.5 4.0 4.5 5.0 6.0 7.0 8.0 9.0 Other: _____
Grouping	Ladies Men's Mixed Varied
Additional Information	

Details:				
Day(s) of Week	Starting Time	Match Length	# of Courts	#Doubles/#Singles

Match Dates:				
1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.
Payment due upon presentation. If by check, make out to Ragland Tennis Services			COST: \$ _____	

PTC USE ONLY		Date	Clerk	Notes
1.	Reservation Sheet Received			
2.	Entered into PlayByPoint			
3.	Payment Received / Mark Courts Paid			

Agreement of Terms: I have read and understand and will abide by the Phoenix Tennis Center Facility and Equipment Rental Agreement (***Please read on page two of this document***).

Signature: _____ Date: _____

PTC Facility & Equipment Rental Agreement

Use

- Facilities and equipment may only be used for the sport and purpose in which they are contracted.
- The Phoenix Tennis Center (PTC) has the right to refuse rental if the proposed use is deemed to be detrimental to the facility, equipment, or players.
- ANY event changes must be EMAILED in detail to the PTC Scheduler. If approved, the "amendment" will supplement the original agreement.
- LEAGUE TEAMS/Captains are required to check in at the front desk before play.
- LEAGUE TEAMS are afforded a free 15 minutes before or after their scheduled court time only if open space is available. If a team exceeds that limit then compensation is expected.

Set up

The PTC will assign a liaison for the Organizer/Renter.

- Organizer/Renter or designee is required to be onsite for event set-up and the duration of the event to help enforce all rules related to use.
- Organizer/Renter shall comply with all PTC visitor and renter rules.
- At no time shall a renter sub-lease or assign this agreement to another person or organization.

Cleaning Requirements

- All trash must be bagged and disposed of properly in trash receptacles. Large events may require an extra fee for increased services.
- Decorations are allowed as long as they can be temporarily affixed to existing mounts without requiring damage or altering structures in any way. All decorations must be removed.

Cancellation

- LEAGUE MATCHES or other events if modified or cancelled require a minimum of 24 hours EMAILED notice to the PTC Scheduler before an event start time. Only a TEAM CAPTAIN or Organizer can change an event date or time.
- Any costs incurred by the PTC in preparation for the rental will be assessed to the Renter regardless of a timely cancellation.
- If an act of nature, such as rain or extreme heat interferes with any event or LEAGUE MATCHES, the Renter will EMAIL the PTC Scheduler not later than 24 hours before the scheduled start time and arrange a replacement date and time within 30 days of the scheduled matches or events.
- If a replacement date cannot be mutually agreed to within 30 days, the PTC *may* credit renter for future season. The PTC does not refund payments. Without proper notice no credit can be issued.

Payment

- Organizers and LEAGUE CAPTAINS must have a *PLAYBYPOINT account and place a card on file in the secure *PBP system. All charges will be processed through that card on file. It is our audit trail. Some Special Events may require pre-payment.
- LEAGUE TEAMS must pay for their full season a minimum of two weeks before their first match.
- Special Events must pay for the event in full on or before the last day of the event.
- Renter authorizes PTC to charge the card on file if payment is not made within the timeframe required.

Security

PTC staff shall determine if security is required and, the amount of security required. The Renter will assume the cost of such security, and the PTC has the right to cancel the event if the Renter refuses to provide the appropriate level of security.

Prohibited Activities

- Renter and its invitees may not solicit PTC patrons.
- Animals are not permitted on the premises, unless supported by law or with special permission.
- Alcoholic beverages are not allowed on PTC premises without a City Permit. No glass bottles.
- All visitors and players shall not use or stream foul language, as the PTC is a family-friendly facility.
- Using non-sanctioned equipment to make noise, start fires, or to tap into the PTC electrical or water system is not allowed.
- Organizer/Renter and its invitees must observe the law and all city rules and regulations regarding the PTC facilities and parking lot.

Indemnification

- I hereby acknowledge that participating in tennis and related activities involves known and unanticipated risks and could result in accidents, injury and death, and I expressly assume such risk.
- I voluntarily release, forever discharge, and agree to indemnify and hold harmless PTC from any and all claims, demands, or causes of action which are in any way connected with my participation, and use of their equipment or facilities.
- Any damages caused by renter must be fully compensated before end of the event.

**READ CAREFULLY.....
SIGN TO ACKNOWLEDGE ON
BOTTOM OF PAGE 1**