## TENNIS COURT APPLICATION

**PAYMENT & A CERTIFICATE OF INSURANCE (ALL ESTABLISHED ORGANIZATIONS) IS REQUIRED WITH APPLICATION SUBMISSION AND WILL NOT BE ACCEPTED WITHOUT IT.**

Please read and complete entire application prior to submittal. Failure to complete entire application will result in denial of request.

<table>
<thead>
<tr>
<th>Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td></td>
</tr>
<tr>
<td>Evening Phone:</td>
<td></td>
</tr>
<tr>
<td>Cell Phone:</td>
<td></td>
</tr>
</tbody>
</table>

### Courts Requested:
- □ Amber Meadows (2 lighted)
- □ Baker Park - □ West 2nd Street (5 lighted)
- □ Fleming Avenue (6 lighted)
- □ Hillcrest (1 non-lighted)
- □ Max Kehne Park (2 lighted)
- □ Monarch Ridge (1 non-lighted)
- □ Monocacy Village (2 lighted)
- □ Overlook (2 lighted)
- □ Wetherburne (2 non-lighted)

#### Total # of Courts Needed:

#### Date(s) of Request (list all):

#### Time Slot(s) Requested:
- □ 6:00am – 12:00noon
- □ 12:00noon – 4:00pm
- □ 4:00pm – 10:00pm

### Purpose of Use:
- □ Match Play
- □ Tournament

### Will other equipment be used? (i.e. generator, tents, portable restrooms, etc.): □ Yes □ No

### Will vendors be at the event?: □ Yes □ No

*Organizer must contact the Building Dept at 301-600-3814 for a Vendor/Peddler Permit. Fees apply.*

### Will participants be charged a fee?: □ Yes □ No

*If yes, provide detailed budget of proposed activity.*

### Will admission by charged to the event?: □ Yes □ No

### Name & Contact info for two (2) people with authority present during the event:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Number of people expected to attend:
- □ less than 100
- □ 101 – 300
- □ 301+

Revised June 2017
City of Frederick / Department of Recreation
WAIVER AND FACILITY PERMIT

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person and/or User. The Facility reserved is subject to inspection by any authorized representative of The City of Frederick in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The user assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The User shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless The City of Frederick and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

☐ I have read and agree to the User Responsibilities as attached to this document.

Witness the hand and seal of the User as of the date indicated below.

User: __________________________________________ Date: ____________________

Any User under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: __________________________________________ Date: ________________

Written Name: ___________________________________________ Phone: _______________

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THIS FACILITY. Once approved, the permit will be mailed back to the applicant on the previous page.

FOR OFFICE USE ONLY

| Rental Fee: | $_______ | ☐ Cash | Forward to Parks & Recreation Commission? |
|            |         | ☐ Check | ☐ Yes | ☐ No |
| Date Paid: | _______ | ☐ Check | Director’s Comments: |
| Staff:     | _______ | ☐ Credit|____________________________________ |
|            |         |         |____________________________________ |

Recreation Director’s Approval:
________________________ Date: ______

DENIAL - If denied, reason why:
____________________________________________________
____________________________________________________

This request will be presented to the Parks and Recreation Commission on __________ at 7:00 p.m. at the Talley Rec Center located at 121 North Bentz Street, Frederick.

☐ Approved
☐ Denied – reason for denial:
____________________________________________________
____________________________________________________
The City of Frederick Parks & Recreation Department

**TENNIS COURT RULES & POLICY**

1. The City of Frederick Parks & Recreation Department has priority use of all courts for its programs.

2. A certificate of insurance with one million liability coverage with City of Frederick listed as additionally insured is required for all established organizations to reserve court/s.

3. Individuals or groups wishing to reserve courts for match play or tournaments should contact the City’s Parks & Recreation Department at sstamper@cityoffrederick.com for more information.
   
   a. Permit holders must have approved permits in their possession at all times while using the courts and must be able to produce permit upon request.
   
   b. First come basis for play **unless permitted activities** are scheduled.
   
   c. Players must limit play to 1 ½ hours if other players are waiting to play.
   
   d. Private instruction for pay is prohibited.
   
   e. Please observe tennis rules and court courtesy at all times.
   
   f. Tennis shoes **must** be worn at all times.

   
   **g. Authorized uses only – no roller skating, skate boarding, bicycles or hockey allowed on courts at any time.**

FOR ASSISTANCE DURING NON BUSINESS OFFICE HOURS, HOLIDAYS, AND/OR WEEKENDS PLEASE CONTACT THE DPW SWITCHBOARD AT 301-600-1440.

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**TIME SLOTS = 6am-12pm / 12pm-4pm / 4pm-10pm**

**Tennis Courts & Locations**

(23 total courts)

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Lighted Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber Meadows</td>
<td>201 Amber Drive</td>
<td>(2) Lighted</td>
</tr>
<tr>
<td>Baker Park</td>
<td>500 Fleming Avenue</td>
<td>(6) Lighted</td>
</tr>
<tr>
<td></td>
<td>West 2nd Street</td>
<td>(5) Lighted</td>
</tr>
<tr>
<td>Hillcrest</td>
<td>1350 Hillcrest Drive</td>
<td>(1) non-lighted</td>
</tr>
<tr>
<td>Max Kehne Park</td>
<td>1100 West 7th Street</td>
<td>(2) Lighted</td>
</tr>
<tr>
<td>Monarch Ridge</td>
<td>607 Swallowtail Drive</td>
<td>(1) non-lighted</td>
</tr>
<tr>
<td>Monocacy Village</td>
<td>409 Delaware Road</td>
<td>(2) Lighted</td>
</tr>
<tr>
<td>Overlook Park</td>
<td>501 Coralberry Court</td>
<td>(2) Lighted</td>
</tr>
<tr>
<td>Wetherburne Park</td>
<td>2285 Wetherburne Way</td>
<td>(2) non-lighted</td>
</tr>
</tbody>
</table>

Revised June 2017