

THE COURTS

Court Rental Policies

- **On Site Supervision**
 - It is your responsibility to have a supervisor/contact person on site at all times. Supervisor/contact person can be a coach, official, tournament director, or official representative of your organization. A parent does not satisfy this policy.
 - Supervisor must be onsite at least 15 minutes before the scheduled start time. For programs with minor participants, supervisor must remain onsite until all minors are under the supervision of an adult guardian.
 - Upon arrival to the facility, the supervisor should check in with Courts staff and check the white schedule board to confirm the court schedule.
 - The Supervisor must ensure proper and safe conduct by all participants, spectators and official personnel.
 - Your supervisor is responsible for knowing and enforcing all facility rules and rental policies. These rules and policies are posted inside the facility and they are listed below. The Courts reserves the right to alter these rules and policies at any time and without notice.

- **Court Rental Policies**
 - Outside Food & Drink Policy – The Courts does not allow any outside food or drinks into our facilities with the exception of personal, reusable water bottles with a screw tight lid
 - Food and drinks are permitted in the lobby and food service areas only. Food, drinks, and chewing gum are not permitted in the court areas; however, water is always acceptable on the playing surfaces.
 - Picking up garbage and recycling materials – Teams are expected to dispose of their own garbage. Please pick up empty bottles and other trash before you leave your court.
 - Youth participants may not be dropped off unattended more than 15 minutes before the rental.
 - Participants may not go onto any courts until the time of the rental.
 - All participants and spectators must remain on the courts reserved. They may not utilize any open courts. Your supervisor is responsible for all parties associated with your organization.
 - You are required to vacate the court surface at your scheduled rental time (courts cleaned, equipment gathered, spectators/participants moved to common areas).
 - If you go beyond your rented time you will be billed for additional time in 15-minute increments.
 - Any facility or equipment damage, above and beyond normal wear and tear, caused by your participants/spectators of your program will be charged to you.

- **The Courts Facility Rules**
 - All persons participating in The Courts sponsored programs and activities, or any other events, must have a signed waiver, either electronically or on file. Anyone 17 years of age or younger must have a waiver signed (on site) by a parent or legal guardian.
 - Acceptable rules of conduct must be observed at all times. Any user of the facility, who engages in any disorderly conduct, including verbal or physical abuse of any employee, or other user, is subject to immediate removal with loss of building privileges.

- The Courts has been designated as a “TABACCO FREE” facility. This includes all buildings, parking lots and grounds. Your cooperation with this policy will be greatly appreciated.
- Professional persons, with or without compensation, other than The Courts staff are not permitted to practice their profession without prior written agreement from the Operations Manager of the facility.
- Persons using the facility must wear gym shoes and appropriate activity attire. Normal street shoes and clothes are unacceptable. Black soled athletic shoes are allowed in the weight room only. No hard-soled, floor marking shoes are allowed on the court surfaces. Shirts and shoes must be worn in public areas at all times.
- Bicycles, mopeds, roller blades, skateboards, or scooters are not allowed in The Courts. Bikes and mopeds must be locked up outside the facility.
- Animals are not allowed into The Courts buildings or member areas, with the exception of service animals with the appropriate permits.
- All persons using the areas within The Courts are responsible to abide by the rules applicable to the area. All equipment owned by The Courts is off limits.
- The Courts is not responsible for personal items, which may be lost, stolen or damaged.

- **Injury/Medical attention**

- Your staff will always be the first contact for any injuries. Band-Aids, tape, aspirin, and other first aid items are your responsibility. This is all classified as medical attention and our insurance prohibits us from getting further involved.
- For major injuries, ice is available in our re-useable Ice bags. The person retrieving the ice bag will be asked for a ‘deposit’ of photo ID, car keys, etc. to ensure the bag is returned.
- Injuries requiring EMS will be handled jointly by your supervisor and our staff. Our staff will be on hand in case an ambulance is needed. In that case, we will make the call to 911 from our landline.

- **Reservations**

- When you make a reservation it is yours. This means that once we have entered your request into our system and emailed you an invoice, you are contractually obligated to pay for that reservation.
- The Courts requires credit card or bank account information on file for all rentals. Rentals can be paid for through other means, but we require this to secure the rental. Financial information will be stored in our secured system and only viewable by authorized staff.
- A Court Rental Invoice will be emailed to you as a confirmation of your rental. You are responsible for reviewing and verifying all information including the rental dates and times, number of courts and payment schedule. Any discrepancy should be reported to the Operations Manager of the facility to ensure all corrections are made promptly.
- Any modification of a reservation will incur a \$15 change fee per occurrence.
- 72-hour notice is required for any event schedule changes.

- **Payments**

- Monthly Rentals
 - Payments for each month’s rentals will be due on the 25th of the previous month. Your court rental invoice will outline a payment schedule showing these due dates and the amounts due.
 - If any payment is not received by the 7th of the month in which the rentals occur (12 days past due date), a late fee of 10% or \$25, whichever is greater, will be added to the invoice. Payments must be received at The Courts by that date, not in the mail or other transit.

- If payment is not received before the 15th of the month, The Courts reserves the right to release your dates. This applies to both short and long term rentals.
 - Event Rentals
 - Event Rentals require a 25% deposit to hold the rental at the time of reservation. Your rental is not solidified until that deposit has been paid.
 - The remaining balance must be paid in full prior to the start of your event.
 - Additional charges may be added to your invoice for cleaning above and beyond normal use, property/equipment damage, or for additional hours/staffing that may occur due to event schedule changes.
 - Methods of Payment
 - A 3% fee will be added to any payments made by credit card or debit card. We accept all major credit cards, except American Express.
 - Payment by cash, check, or ACH transfer will be subjected to an additional fee.

- **Opening and Closing facility**

- You will receive the facility clean and ready for your event. The Courts staff will do basic set up. Your staff is responsible for your event set up during your hours of rental unless otherwise agreed to.
 - Our Staff will be at the site ready for your supervisor at the agreed upon “Open Door” time.
 - You are expected to return the facility in the same condition you opened.
 - Garbage off the floors and in the waste containers or recycling bins
 - Benches, chairs and tables put back to the same configuration
 - Parking lot cleaned to the same level
 - Your staff supervisor should not leave the facility until all of these have been completed.

- **Insurance**

- Monthly rentals
 - The Courts needs a policy rider for all groups and needs to be given to us on the first day of rental.
 - The Courts in Beaverton needs to have additionally insured
 - The Courts in Beaverton, Lakeside Sports Facility LLC, 14523 SW Millikan Way #101, Beaverton, Or 97005
 - Felton Properties, Millikan 78 Equities
 - The Eastmoreland Racquet and Courts club
 - Eastmoreland Racquet and Courts Club, LLC Emmert Development. 3015 SE Berkeley Place, Portland, Or 97202
 - Event Rentals
 - The Courts needs this at least 1 month before your 1st event. Multiple events must make sure that the policy covers all dates on the calendar.
 - The Courts in Beaverton needs to have additionally insured
 - The Courts in Beaverton, Lakeside Sports Facility LLC, 14523 SW Millikan Way #101, Beaverton, Or 97005
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