

**CITY OF AUBURN
AUBURN UNIVERSITY YARBROUGH TENNIS CENTER
POLICY STATEMENT**

**STANDARD OPERATIONAL PROCEDURES
YARBROUGH TENNIS CENTER**

Revised: 12/12/08

HOURS OF OPERATION

9:00 a.m. - 9:00 p.m., Monday thru Friday; 8:00 a.m. – 9:00 p.m. Saturday and Sunday.
Hours and days subject to change due to weather, football games, etc.

POLICIES AND PROCEDURES

1. No smoking in the building.
2. No loitering.
3. Proper tennis attire is required (includes shirt at all times).
4. Flat soled tennis shoes only, no running shoes or cross trainers.
5. No pets, skateboards, scooters, bicycles, alcoholic beverages, tobacco products, food (food may be eaten in designated areas).
6. Equipment used in designated areas only.
7. Children need to be supervised by parents at all times.
8. No hitting/throwing balls against walls in the facility or climbing on the furniture/fences.
9. Announcements for the bulletin board, as well as flyers to be posted, must be submitted and approved by the Director of Tennis.
10. The City of Auburn/Auburn University Yarbrough Tennis Center is not responsible for personal items left unattended, lost or misplaced.
11. Report any accidents or incidents to staff immediately.
12. Guide or assistance dogs for the handicapped are the only animals that will be allowed in the building.

13. No parking in the handicap section of the parking lot unless the vehicle has a handicap sticker.
14. Parking available at both the clay and AU sides. No parking in the roundabout drive. Emergency vehicles need to have quick access to that area.
15. No gambling allowed.
16. Use, sale or possession of alcoholic beverages or controlled substances, or being under the influence of said substances and refusal to leave the premises is prohibited.
17. Theft or vandalizing of city property or property belonging to a private party will result in possible criminal charges.
18. Use of verbal or physical threats toward staff or others or indulgence in offensive, obscene, or illegal conduct is prohibited.
19. Any violation of rules, regulations, policies and/or procedures pertaining to the use of the facility may result in restriction from future use and charges may be filed for damages.
20. All rules and regulations pertaining to the use of the facility as established by The City of Auburn/Auburn University Yarbrough Tennis Center will be strictly enforced.
21. Patrons should use the designated area for walking pets.

COURT PROCEDURE - INDOOR AND OUTDOOR

1. Reserved courts for Auburn matches and set practices (all court availability subject to change).
2. Auburn University has 3 courts reserved at all other times. They will give 30 minutes notice for players using courts to finish.
3. Players on court the longest will be the first asked to leave. Rain check given if on court under one hour.
4. Court rental - one and one half hours.

MEMBERSHIP PLAN

1. Clay Court
 - a. Individual - \$250

- b. Family - \$400 (college student covered under family insurance or under 22 years of age)
- c. Junior - \$120
- d. Per time fee - \$5.00

2. Hard Court

- a. Individual - \$125
- b. Family - \$225
- c. Junior - \$75
- d. Added to Clay Court - \$50 - Individual/\$100 - Family
- e. Per time fee - \$3.00

3. Indoor

- a. Individual - \$200
- b. Family - \$350
- c. Junior - \$150
- d. Added to Clay Court - \$100 - Individual/\$250 - Family
- e. Per time fee - \$7.50
- f. Monthly Draft
 - 1) Two months up front.
 - 2) Prorate memberships to one ending date of Sept. 30.

4. Member Benefits

- a. Receive discounts on clinics, lessons, pro shop, ACTA events.
- b. Discounted fee (\$6.00) to move indoors if rained out while playing and court usage has been over one hour.

- c. Discounted ball machine fee.
- d. Free locker rental.
- e. No charge to reserve meeting room.

CHECK IN PROCEDURE

1. All members and nonmembers must sign in or show membership card at front desk.
2. Credit cards, checks, cash accepted - no money higher than a \$50 bill.
3. Staff will assign courts.

RESERVATION PROCEDURES

1. Members may reserve courts two days in advance.
2. Members can only reserve at the facility of which they are a member and can only reserve one court under their name.
3. Courts are reserved for one and one half hours.
4. Court Precedence (Indoor/Outdoor)
 - a. Auburn University matches and practices (court policy states Auburn has priority).
 - b. Tournaments and events (some courts will be held in reserve for the public to play on).
 - c. Programs / City
 - d. Leagues (local or USTA)
 - 1) Fees (nonmember)
 - a) Hard courts - \$3.00
 - b) Clay courts
 1. CORTA League - \$4.00
 2. Local (USTA) - \$5.00

- c) Indoor courts
 - 1. CORTA League - \$6.00
 - 2. Local (USTA) - \$7.50
 - e. Members with reservations
 - f. Nonmembers
 - g. Teaching Pros/Clinics
- 5. Court Precedence - Clay
 - a. Tournaments and events
 - b. Leagues (local or USTA)
 - 1) Fees (nonmember)
 - a) Hard courts - \$3.00
 - b) Clay courts - \$5.00
 - c) Indoor courts - \$7.50
 - c. Members with reservations
 - d. Nonmembers
 - e. Teaching Pros/Clinics

I. WEATHER PROCEDURE

- 1. Clay courts
 - a. Frozen - Options - Hard courts/Indoor courts
 - b. Raining - Options - Indoor courts
- 2. Hard courts - Option - Indoor courts
- 3. Play will resume after inclement weather when tennis center staff has determined the courts are playable.

4. Rain check
 - a. No rain check given after one hour.
 - b. No refunds will be given.

GENERAL INFORMATION

1. As long as outdoor courts are playable, leagues and clinics will remain outside.
2. Sweep and line courts and return equipment to designated areas.
3. Rotate start of banks for courts/lights wear and tear.
4. Restrooms
 - a. Showers, lockers and handicap bathrooms in men's and women's bathrooms.
 - b. Locker fee for nonmembers - \$3.00.

LOST AND FOUND PROCEDURES

1. An area is provided in the equipment room to store lost and found items.
2. Items not claimed will be removed on a monthly basis or when needed. These items are donated to the Thrift Shop at Boykin Community Center, 821-1014.