

# RACQUET SPORT COURT USAGE POLICY

Library and Community Services  
Arrillaga Family Gymnasium  
600 Alma St., Menlo Park, CA 94025  
tel 650-330-2220 fax 650-330-2242



<b>Facility Information</b>
<p>The City of Menlo Park racquet sport court facilities are available to community members to provide and promote recreation programs.</p> <p>Menlo Park has sixteen tennis courts, including Burgess Park (2), Nealon Park (5*), Willow Oaks Park (4), Kelly Park (2*), and La Entrada School (2).</p> <p>Lighted courts are available at Burgess, Nealon, Kelly, and Willow Oaks Parks (courts 2 and 3). Tennis Courts are available to the public from sunrise to sunset (or 10 p.m. at lighted tennis courts).</p> <p>*Nealon and Kelly Park have one court that is striped for both tennis and pickleball, as dual-use courts.</p>
<b>Hours of Availability</b>
<p>Tennis and pickleball courts are available to the public 365 days a year from sunrise to sunset or 8 a.m. - 10 p.m. at lighted courts. Courts located at schools are unavailable during school hours. City staff may close any of the courts at any time for safety reasons, cleaning, or maintenance.</p> <p>The City may restrict rental availability and other public access to courts when needed for activities such as City programs, tournaments, summer camps, and other uses.</p> <p>The City of Menlo Park tennis and pickleball courts are available on a first-come, first-served basis, barring any other reservations or closures.</p>
<b>Court availability and usage</b>
<p>If upon arriving at a court, the user notices that the court, surface, net, door locks, lights, or other infrastructure is damaged or in need of maintenance, the user should immediately notify City staff at (650)330-2220 or submit a report online at <a href="https://www.menlopark.gov/Services/ACT-Menlo-Park">https://www.menlopark.gov/Services/ACT-Menlo-Park</a></p>
<b>Fees</b>
<p>The fees required to use the tennis courts are listed in the City of Menlo Park's Master Fee Schedule. The Master Fee Schedule is updated by the Library and Community Services department each year.</p> <p>Court rental fees for tennis and pickleball courts are applied at a per-hour per-court rate as outlined in the City of Menlo Park's Master Fee Schedule.</p> <p>Rental groups will be charged for the available dates and times reserved on the Tennis and Pickleball Court Reservation Form. Rainouts will be refunded, but cancelled practices or matches by leagues or coaches will not, unless Library and Community Services staff are notified in writing prior to the start time of the rental.</p> <p>The Library and Community Services department must be given 48-hour notice of any recreational cancellation to receive a refund, any recreational cancellation requested inside of 48 hours is nonrefundable. For commercial reservations a 1-week advance notice is required, any cancellation inside of 1 week is non-refundable.</p>

## Rental Reservations

In the event of a scheduling conflict, priority for reservations will be applied in the following order:

1. School use (at school sites and during school hours only)
2. City-sponsored programs
3. School or school-affiliated rental groups and USTA Tennis Teams
4. Private or non-profit resident rentals
5. Private or non-profit non-resident rentals
6. General public use without a rental reservation

Rental reservation requirements:

- Court reservations cannot be made more than 2 weeks in advance.
- Renters are limited to 10, 1-hour court bookings per week.
- For commercial renters, please make sure to bring proof of reservation and payment of commercial rate.
- Rental groups are limited to engaging in the activities specified on their approved reservation agreement.
- Reservation is confirmed when the completed reservation form has been approved and all fees have been paid. Approval is dependent upon the intended use, availability, and applicants' agreement to abide by this and other applicable policies.
- The renter is solely and financially responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance.
- The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility, including the surrounding park areas and parking lot.
- Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.
- All participants and renters must exit the area at the conclusion of the scheduled rental time so other programs may begin on time or open for public use.
- Renter is limited to conducting only the activities specified in their rental contract.
- In order to avoid disturbing residents and to adhere to city noise ordinances, the renter shall ensure that no amplified sound is used.
- Storage is not available either before or after the rental, and the renter is responsible for the removal of all personal belongings from the rental area.
- Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down.
- The renter must ensure that emergency exit areas, fire lanes, and loading and unloading areas are kept clear of guests, guest vehicles, belongings, and other items that may obstruct the exit. Additionally, the renter is responsible for ensuring that items do not block any walkways and are not left in areas that could result in safety hazards or restrict accessibility.
- Requests for any exceptions to the requirements of this policy must be submitted by the renter to the Director of Library and Community Services in writing at least two weeks before the activity takes place. Requests are not considered approved unless the renter receives a written response from the director which explicitly states the request has been approved. Renter shall keep the approval response available on their persons for the duration of the rental.

### USTA Tennis Rental Rules

1. USTA teams must have a minimum of 50% Menlo Park residents to book Menlo Park Courts
2. If multiple teams request the same space, priority will be given to the team with the higher resident percentage
3. USTA team roster must be included with reservation request along with proof of residency for Menlo Park residents.
4. Rosters will be confirmed on USTA website before first date of reservation schedule.
5. If rosters are not accurate, team will forfeit the ability to book the following season, if the issue occurs a second time the team's ability to rent Menlo Park courts will be revoked.
6. USTA teams are required to book 5 home matches. To allow for some flexibility, each team is allowed to submit 7 dates per season. The 5 official match slots must be confirmed 1 week prior to the first match, and the 2 additional time slots will be released. Playoff dates can be made during the season.
7. Each match can book up to 3 hours.

## Prohibited Uses and Behaviors

The following uses/behaviors are strictly prohibited:

- Court users may not use the courts for private lessons or other for-profit uses unless they have disclosed that they are renting the court for this specific use and have been given permission by City staff.
- Offering private lessons without a rental agreement.

- Sports Camps/Clinics not sponsored by the City of Menlo Park operating without a rental agreement.
- Renters loaning or subletting any of the privileges or services provided by the City to another organization or individual.
- Wheeled vehicles (skateboards, bicycles, in-line skates, scooters, etc.), pets of any kind, or non-tennis sports on the tennis courts.
- Wearing footwear other than tennis shoes on the tennis courts.
- Eating, smoking, consuming alcohol, or chewing gum on the courts. Only water is allowed on tennis courts.
- No decorations or signage are allowed. City staff must approve the posting of signs or materials prior to posting at the tennis courts.
- Conducting activities not specified in the renter's rental contract.
- Charging a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down.
- Parking vehicles on sidewalks or non-designated areas. Cars must use designated parking spaces.

**School Joint Use Agreement**

Tennis Courts on school sites are open to the public when school is not in session, including after school hours, weekends, and during the summer break.

No item in this policy precludes City of Menlo Park schools from renting racquet court space for their school teams when courts are not available at school sites.

Schools with a Joint Use Agreement with the City may have permission to use City tennis courts not on school premises. School court usage will be limited in the number of hours, days, and courts.

**Closures**

The Library and Community Services department reserves the right to close any tennis court.

**Policy History**

Action	Date	Notes
Policy adoption	*unknown	Policy created
Policy updated	Feb. 11, 2016	Administrative revision
Policy updated	Nov. 5, 2025	Administrative revision
Policy updated and reviewed by PRC	Mar. 25, 2026	Administrative revision

# TENNIS AND PICKLE BALL COURT RESERVATION FORM

Library and Community  
Services

Arrillaga Family Gymnasium  
600 Alma St., Menlo Park, CA 94025  
tel 650-330-2220 fax 650-330-2242



Organization name:		Contact name:			
Phone:		Email:			
Address:		City:	State:	Zip:	
Estimate attendance:		Type of use:			
Certificate of Liability Insurance Included:		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>Tennis Court(s)</b>					
Park Name & Number	Day	Date	Start Time	End Time	Total Hours
HOURLY RENTAL RATE \$			TOTAL RENTAL FEES \$		
BALANCE AMOUNT \$			BALANCE DUE DATE / /		

I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, equipment, or premises as a result of the occupancy if said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Payment information</b>	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard Please make all checks payable to: City of Menlo Park. <b>Note: There is a \$30 charge for returned checks.</b>	
Account # _____ Exp. _____ Account Holder Name: _____ I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	
<b>OFFICE USE ONLY:</b>	
Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____	