



**PHOENIX TENNIS CENTER (DBA: RAGLAND TENNIS SERVICES)**

RE: AUG. 26, 2023

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

REQUEST DATE:	Information (Print Legibly or Circle):
Organizer Name	
Primary/Alternate Phone	/
Email Address	
Organization Type	USTA ATA Inter-Club ITF 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: \$** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## **PTC Facility & Equipment Rental Agreement**

### **Use**

- Facilities and equipment may only be used for the sport and purpose in which they are designed and 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.
- ALL changes must be detailed on a new Facility & Equipment Rental form and submitted to the PTC. If approved, the "amendment" will supplement the original agreement.

### **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 comply with and 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.
- 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**

- Renter must notify PTC of a cancellation 1 week or more prior to the first day of the event or forfeit the non-refundable deposit.
- Equipment rentals must be cancelled 24 hours or more prior to the rental, or be assessed a fee equal to 1 hour of the rental.
- 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, interferes with any event or league matches, the Renter will contact the PTC within 2 days to mutually agree to a replacement date within 30 days of the scheduled matches. If a replacement date cannot be mutually agreed to within 30 days, the PTC will credit renter for a future season. The PTC does not refund payments.

### **Payment**

- Organizers must place a card on file in the secure the PLAYBYPOINT system when they execute the agreement and provide a non-refundable deposit.
- Renter must pay for the event or league in full on or before the first day of the event.
- Renter authorizes PTC to charge the card on file, if payment is not made on the first day of the event.

### **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.
- Glass containers and alcoholic beverages are not allowed on PTC premises absent a special permit.
- 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 without special permission 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.

**SIGN THIS IN SPACE ON PAGE ONE**