

City of Burlingame Parks & Recreation Department



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Tennis and Pickleball Court Use Policy

The City of Burlingame Parks and Recreation Department Tennis and Pickleball Court Use Policy has been established to ensure City-owned, maintained, and managed tennis and pickleball court facilities are utilized to their maximum capacity for recreational, athletic, cultural, educational, social, and community service functions that meet the needs and interests of the whole community. In addition, the policy helps ensure the safety and quality of the tennis and pickleball courts and that permitted users are fully informed of the City's guidelines that govern their use.

The goals of the policy are:

1. To serve Burlingame residents through internal recreational programs and access to tennis and pickleball courts for recreational use.
2. To focus on organizations that have shown longevity in serving the Burlingame community.
3. To benefit the most residents with limited resources.
4. To protect and preserve the tennis and pickleball courts for approved uses.
5. To establish policies and procedures governing City tennis and pickleball courts.
6. To collect fees for the use of the courts to help support their ongoing maintenance.
7. To ensure that decisions regarding the use of City tennis courts are used in the best interests of the neighborhoods, sports organizations, and residents of Burlingame.

It is the responsibility of each user to assist the City of Burlingame in ensuring tennis and pickleball courts are allocated fairly and equitably. To do this, users need to commit to the process and be flexible and able to modify their requests, as needed, to maximize court usage.

1. **Pickleball Courts:** The role of the Parks and Recreation Department is to offer drop-in pickleball courts at the following eleven locations:
 - Washington Court #1: 4 pickleball courts (no private reservations available)
 - Washington Sports Court: 3 pickleball courts
 - Laguna Courts: 2 pickleball courts
 - Ray Courts: 2 pickleball courts
2. **Tennis Courts:** The Parks and Recreation Department's role is to monitor the tennis courts' use and ensure that all user organizations adhere to the requirements of the City of Burlingame. The City has the

need/responsibility to offer programs and realize revenues to offset administrative and park maintenance costs. The City reserves the right to alter or expand its program offerings during the year.

Tennis Court Allocation Priority

Allocation of tennis courts will take place one month before the start of the seasonal use date for each season. The priority is as follows:

1. Burlingame Parks and Recreation Department.
2. All programs and activities offered/sponsored by a school district that has a joint use agreement with the City of Burlingame.
3. Non-profit Burlingame organizations.
4. For-profit Burlingame groups and Burlingame residents.
5. Non-Burlingame-based for-profit groups and non-Burlingame residents.

Seasonal Use Dates Defined

Winter: January 1st through March 31st

Spring/Summer: April 1st through August 31st

Fall: September 1st through December 31st

Residency

For the purposes of this policy, residency is defined as an individual or organization whose primary home or business address is located in the City of Burlingame or any Burlingame City Employee.

Tennis and Pickleball Court Allocation Process and Restrictions

1. The Burlingame Parks and Recreation Department reserves the right to adjust the tennis court allocation process to address needs or resolve conflicts.
2. The process for the allocation of tennis courts begins with City staff scheduling all internal programs, including group lessons, afterschool sports, fitness classes, camps, and special events.
3. After internal programs are scheduled, staff will reach out to contacts for Burlingame-based USTA teams or other non-profit Burlingame-based organizations interested in court use for scheduling.
4. Following the non-profit rentals, private renters who use tennis courts for personal use or provide private lessons and camps will be contacted by staff. For-profit instructors will have private lessons allocated using the following guidelines.
 - a. Renters will be contacted one month before the start of a season.
5. Washington Court #1 will not be scheduled (other than for department programming) and will remain open for drop-in tennis and pickleball use.
6. Laguna Park Courts will have one court available for reservation and one to remain open for drop-in.
 - a. The exception is for tennis camps during predefined holidays and summer breaks.
7. Ray Park Courts will have Court 2 available for reservation, and Court #1 will remain open for drop-in.
 - a. The exception is for tennis camps during predefined holidays and

summer breaks.

8. Court time not needed by a renter must be turned in by the deadline set by the Court Use Coordinator.
9. Following the tennis allocation to renters, all remaining court time will be available for drop-in use.
 - a. Drop-in participants are subject to a limit of two hours of tennis court time and 30 minutes of pickleball court time if others are waiting on the court.
10. Tennis Court permits can be viewed through the City's online field scheduling software.

Tennis Court Fees 2022-2023 – per Master Fee Schedule

The fees are set annually by the City Council. City staff does not have the authority to waive or reduce fees.

Burlingame Resident, Non-Profit / USTA	\$38 for 4 hours of court time per court
Burlingame Non-Resident, Non-Profit	\$62 for 4 hours of court time per court
Burlingame Resident/For Profit	\$23 per hour
Non-Resident/For Profit	\$27 per hour

Subletting of Burlingame Courts

Subletting is defined as any renter found to be transferring, giving away, sharing, or reserving field space for another organization without written approval/permission from the Parks and Recreation staff. If an organization no longer needs time that is allocated to them, City staff needs to be informed so the time can be reallocated to another organization for rental or opened for drop-in use.

Penalties for Subletting:

1st offense is a written warning and hearing before Commission.

2nd offense is up to a \$1,000 fee, hearing before the Commission, and probationary status of the organization.

3rd offense is up to a \$2,500 fee, hearing before the Commission, and loss of court time for the upcoming season.

Two or More Equally Eligible Organizations Requesting the Same Court

If two or more court requests with equivalent priority status overlap, the organizations shall work with the City's Court Coordinator to resolve the issue. Should no compromise be found, the Court Coordinator will use good judgment in determining the court allocation for the season.

Additional Considerations

1. The City reserves the right to cancel an allocation to accommodate the needs of any City sponsored/co-sponsored tournaments and/or special events.
2. Requests for additional use, programs, or facilities not covered by the Tennis and Pickleball Court Use Policy should be addressed in writing to City staff.

Insurance

General liability insurance coverage of \$2 million that covers the participant(s) must be submitted to receive a permit. The City of Burlingame requires all certificates of insurance to be submitted on a standard ACORD form or on the insurance company's letterhead. The City of Burlingame must be listed as the certificate holder, and an additional insured.

Tennis Court Closure

City Parks staff cleans courts weekly on Thursdays between 1pm and 3pm. Unless otherwise noted, courts will not be available for use at this time.

The City makes every effort to accommodate renters and avoid lengthy closures of courts. However, the health and safety of the user and the condition and playability of the courts take precedence. Should the need to close a court arise, City staff will inform renters as soon as possible of the closures and work to find reasonable solutions to canceled court permits.

Court Rules & Regulations

1. Court hours are from sunrise to one-half hour after sunset. Lighted courts are available until 10:00pm. No person shall remain in a City park during non-operating hours.
2. Private rentals should not start before 8:00am or extend past 10:00pm (unless otherwise stated).
3. The Renter or designated contact (the individual in charge of the permit) must enforce the rules and regulations while on permitted facilities.
4. No alcoholic beverages are allowed; violation will result in forfeiture of the permit, and no fees will be returned.
5. No smoking is allowed in any City parks, courts, or fields.
6. Selling food or other items is not allowed without City approval and must be noted on the permit. If approved by the City to sell food through a concession stand an organization must have a valid health permit for the County of San Mateo.
7. No organization or individual is permitted to alter a court in any way without approval from the City of Burlingame Parks and Recreation Department.
8. No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without prior approval from the City.

Restrooms

Some parks have public restrooms which may be utilized. If a user chooses to use portable restrooms, arrangements must be made with the City or School District. Users must contact the City of Burlingame at least one week before the event for location approval. In addition, the user must arrange for and pay all fees directly with the restroom vendor.

Good Neighbor Policy

The City has established the following rules and regulations to govern the use of the City's facilities for the safe and pleasant enjoyment of participants and

neighbors. Every person is expected to abide by these rules or be subject to forfeiture of the privilege of future use of the facilities and/or a fine.

1. All litter and debris resulting from your event must be picked up and deposited into trash receptacles, where provided or removed from the premises.
2. All organizations and individuals are responsible for the condition they leave the facility. Any excessive clean-up required by the City or District crews following your use will cause forfeiture of court reservations and/or a fine.
3. Amplified music, use of musical instruments, radios, or public address system is not permitted.
4. Complaints from surrounding neighborhood residents regarding noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your permit and possibly denial of future facility requests.
5. No person shall park a motor vehicle in such a place or manner as would block or obstruct any gate, entrance, exit, or resident driveway.

Failure to Comply with Tennis and Pickleball Court Use Policies

Organizations or individuals who violate any of the policies set by the City or the Parks and Recreation Commission may be subject to a reduction or cancellation of their current or future use of City tennis courts.