

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

**STANDARD OPERATIONAL PROCEDURES**  
**YARBROUGH TENNIS CENTER**

Revised: 4/15/2015

**HOURS OF OPERATIONS**

9:00 A.M. – 9:00P.M., Monday – Friday

8:00 A.M. – 9:00 P.M., Saturday – Sunday.

Hours and days subject to change due to weather, football games, etc.

**PURPOSE**

The purpose of this policy statement is to establish guidelines on the operation and use of this facility.

**POLICY**

The policy is that certain procedures and guidelines will be followed in operating the facility. These procedures will cover in detail the operation and functions of the facility.

**PROCEDURE**

The procedures will be divided into the following categories: Policies and Procedures, Membership Plan, Reservation Procedures, Check in Procedures, Weather Procedures, Court Procedures, Lost and Found, First Aid, Other Information.

**A. POLICES AND PROCEDURES (THIS SHOULD AGREE WITH OTHER CENTERS)**

1. No smoking in the building, fenced in areas, or outdoor seating areas.
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). (Pets allowed in designated areas)
6. Equipment used in designated areas only.
7. Children under the age of 12 must 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. Possession of or discharging a firearm/weapon on the property is prohibited.
17. 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.
18. Theft or vandalizing of city property or property belonging to a private party will result in possible criminal charges.
19. Use of verbal or physical threats toward staff or others or indulgence in offensive, obscene, or illegal conduct is prohibited.
20. If it is necessary to summon the police, contact the Director of Tennis
21. All reservations will follow the Facility SOP. See Reservation Procedures in SOP.
22. 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 or damages.
23. 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.

## **B. COURT PROCEDURE**

### **1. INDOOR AND OUTDOOR**

- i. Auburn University matches and practices (court policy states Auburn has priority).
- ii. Tournaments and events
- iii. Programs / City of Auburn
- iv. Leagues (local or USTA)
  1. Fees (Non-Member)
    - a. Hard Courts - \$3.00
    - b. Clay Courts - \$ 5.00
    - c. Indoor Courts
      - i. CORTA League - \$6.00
      - ii. Local (USTA) - \$7.50
- v. Members with reservations
- vi. Non Members
- vii. Teaching Pros/Clinics

### **2. Court Precedence – Clay**

- i. Tournaments and events
- ii. Programs/City of Auburn
- iii. Leagues (local or USTA)
  1. Fees (non-member)
    - a. Hard Courts - \$3.00
    - b. Clay Courts - \$5.00
    - c. Indoor Courts - \$7.50
- iv. Members with reservations
- v. Nonmembers
- vi. Teaching Pros/Clinics

### 3. Court Time or Procedure

- i. Auburn University has priority of 3 courts reserved at all other times. They will give 30 minutes' notice for players using courts to finish.
- ii. Players on court the longest will be the first asked to leave. Rain check given if on court under one hour.
- iii. Court rental – one and one half hours.

## C. 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 (Children under the age of 12 must be supervised by parents at all times.)
- d. Per person per time court rental fee - \$5.00 (1 ½ hour block)

### 2. Hard Court

- a. Individual - \$125
- b. Family - \$225
24. Junior \$75 (Children under the age of 12 must be supervised by parents at all times.)
- c.
- d. Added to Clay Court - \$50 – Individual /\$100 – Family
- e. Per person per time court rental fee - \$3.00 (1 ½ hour block)

### 3. Indoor

- a. Individual -\$200
- b. Family - \$350
- c. Junior - \$150 (Children under the age of 12 must be supervised by parents at all times.)
- d. Added to Clay Court - \$100 – Individual/\$250 – Family
- e. Per person per time court rental fee - \$7.50 (1 ½ hour block)
- f. Winter Indoor Special – 3 Months (Nov., Dec., Jan.) \$75
- g. 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 ball machine fee
- c. Free locker rental

**D. CHECK IN PROCEDURE**

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

**E. 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.

**F. WEATHER PROCEDURE**

1. Clay Courts
  1. Frozen – Options – Hard courts/Indoor courts
  2. 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.

## **G. 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. Free locker rentals

## **H. 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.

## **INDOOR COURT POLICIES**

**Please sign in – your beginning court time will be noted**

1. The University has 3 courts available for their use at all times (no time limit).
  - a. They will give 30 minutes notice unless you have already been on the court for the allotted time for 1 ½ hours.
  - b. If you have played less than an hour, you will be given a rain check or your money will be refunded.
2. All court times are 1 ½ hour block. \* You may be asked to leave if you have played for the allotted court time and others are waiting for a court.
3. Each member may only reserve one block of time. If two or more members are on the same court, they may not reserve another block of time under one of their names.
4. If you have been asked to leave your court because the University team or others are waiting, you may pay the fee again (unless a member) and wait on another court to open.
5. Please walk behind the blue curtains so play may continue uninterrupted on other courts.

\*League matches are the exception to the 1 ½ hour block of time. They may use the courts until their matches are completed.