

TWU Fitness and Recreation Tennis Court Rental Rates/Procedures

The TWU Tennis Court rental fees are as follows:

Hourly fee: \$5.00/hour per court

Daily fee: \$200/day (exclusive use of all courts)

How to Rent the TWU Tennis Courts:

1. Contact Gabe Cruz to make sure they are available and to discuss any questions or concerns.
2. Read over TWU Fitness and Recreation Tennis Court Rental Policies.
3. Once date, times and fees have been agreed upon, complete the following paperwork: Tennis Court Agreement and TWU Release Form.
4. Pay for rental.

www.TWUFitnessandRec.com

Front Desk: (940) 898-2900

Gabe Cruz

TWU Fitness and Recreation-Recreation Supervisor

Phone: (940) 898-2189

Email: gcruz1@twu.edu

Fax: (940) 898-2910



TWU Fitness and Recreation Tennis Court Rental Policies

Rental Policies and Procedures:

1. Contact Person: Contact Gabe Cruz, at TWU Fitness and Recreation to make a rental reservation.
Phone: (940) 898-2189 **Email: gcruz1@twu.edu**
2. Rental Payment: Full pre-payment for a pool rental is required up to one week prior to the rental.* If paying by check, please make it out to "TWU Fitness and Recreation" for the full amount of the rental and include a valid driver's license number. Cash, credit cards and debit cards are also accepted forms of payment.
3. Refunds: Rental fees may be refunded for cancellation up to 7 days prior to the event. Failure to provide a 7 day notice will result in no refund.
4. Civility: The TWU Tennis Courts should be a place that people enjoy coming to in order to meet their fitness and recreational needs. As a result, individuals that are abusive to staff, patrons, equipment, or facilities will be asked to leave and will forfeit their privileges at TWU Fitness and Recreation.
5. Parking: The university has strict parking rules. Groups may only park in designated parking lots (the visitor's lot and the parking lot next to the tennis courts) and may be provided with university parking tags if needed. Parking under any other circumstances will risk your car being ticketed and possibly booted.
6. Opening and Closing the Courts: TWU Fitness and Recreation staff will open and close the courts, no key will be given to non-TWU employees.
7. Set Up and Clean Up: Allow time for set up and clean up in your rental time.
8. Inclement Weather: In the event of inclement weather, the renter has the option of rescheduling or requesting a refund. In the event inclement weather commences during the rental, neither refund nor partial refund will be provided.
9. Dress Code: For your safety and to protect the tennis courts, non-marking tennis shoes must be worn at all times on the tennis courts.
10. Alcohol/Drugs: No alcohol/drugs are allowed.
11. Food and Drink: Glass containers are prohibited. Please dispose of food/drink materials in trash or recycle receptacles after use.
12. Smoking: Smoking and tobacco products are not allowed in any facilities.

13. Bicycles, Etc.: Bicycles, roller skates, rollerblades, and skateboards are prohibited at all facilities.
14. Pets: Pets, other than guide animals, are prohibited at all facilities.
15. Equipment and Facility Issues: For everyone's safety, please do not ignore, use, or try to fix broken equipment. If a piece of equipment is broken, please report it to 898-2900 immediately.
16. Liability: In consideration for permission to use the facilities, the party or organization reserving the facilities agrees to indemnify and hold harmless TWU, its Regents, officials, and employees for and against any and all liability, attorney's fees, court costs, loss, or damage the university may suffer as a result of claims, demands, costs or judgments against it arising out of any incident, injury, loss of property, death, or other acts which may occur to or be caused by participants during such use of facilities.
17. Supervision: It is understood that the party/organization and all associated individuals will abide by the rules, regulations, and requirements of TWU or the State of Texas for the use of its various services and facilities on the campus, property and grounds of TWU. It is further understood that the party/organization will withdraw, remove or expel any person associated with or participating in the event upon request of TWU for good cause. Moreover, the party/organization agrees to cease and desist any activity, function, programs, etc., upon the request of TWU. Cooperation from our patrons in adhering to the policies set forth in this agreement is most appreciated. Failure to abide by the established procedures could result in cancellation of present reservations, additional charges, and/or loss of privilege for future reservations.
18. Damages: The reserving organization agrees to be financially responsible to pay for any damages caused by them or their employees or students to TWU property.
19. Large Scale Rentals: If over 100 people are expected for the rental, a TWU "Large Event" form must be filed with the Associate Vice President for Student Life. "Large Event" forms must be submitted a minimum of 2 weeks prior to rental, no exceptions.

For rentals that plan to charge admission at the gate, a "Large Event" form must be filed with the Associate Vice President for Student Life. You will be asked to pay for a TWU security police officer to be in attendance.

**** Large Events, those groups with over 100 people or those events charging admission at the gate, will be required to pay for the rental 2 weeks in advance and submit the documentation listed above.***

TWU FITNESS AND RECREATION TENNIS COURT RENTAL AGREEMENT

Name of Group/Organization: _____ Date: _____

Contact Person: _____ Email: _____

Address _____

Phone(s): Daytime: _____ Evening: _____

Rental date(s): _____ Number of courts: _____

Rental timeframe: _____ Total time: _____

Payment:

1. How many people are expected to attend (this includes spectators)?

2. TWU affiliated group? Yes _____ No _____

3. Total Price: _____

Payment Method

(Please circle): IDT cash check credit/debit

IDT # _____ Check # _____

AGREEMENT/RELEASE FORM

It is agreed between Texas Woman's University (TWU) and _____ that _____ will rent the TWU Tennis Courts on _____ and until either of the parties decides to conclude the agreement, for a fee of _____ for the sole purpose of _____ by _____.

_____ agrees to abide by the attached rules and indemnification set out under "Rental Policies and Procedures" during the time this agreement is in effect.

_____ Party/Organization Signature

_____ Title

_____ Date

_____ Vice President of Student Life

_____ Date