

TOWN OF DARIEN
PARKS AND RECREATION DEPARTMENT
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PAMELA GERY
DIRECTOR OF
PARKS AND RECREATION

JAMES H. COGHLAN
ASSISTANT DIRECTOR OF
PARKS AND RECREATION

March 1, 2016

To: Tennis Court Block Users

From: Jim Coghlan, Assistant Director of Parks and Recreation

A handwritten signature in black ink that reads "Jim Coghlan".

Re: 2016 Tennis Court Block Lottery Draw

With spring just around the corner, it is time for the Tennis Court Block Lottery! Enclosed, please find the tennis court reservation system rules and procedures as well as a block time request form.

Please be aware that the deadline for the lottery is Monday, March 21st at 4:30 PM.

We are pleased to offer the back tennis courts (near the paddle tennis courts) at Weed Beach as well as the set of three courts at Cherry Lawn Park for reservations.

When filling out your reservation request, please fill out ALL the dates that you wish to use the courts. Please also fill out all three choices because you may not always receive your first choice. Failure to do so will result in missing the lottery draw. Tennis court block time runs from April 4th to October 9th, 2016.

Please respond by March 21st, 2016 to ensure your participation in the lottery. An invoice with the results will be mailed out to you 3-5 business days after the lottery. Please contact me by phone at 203-656-7325 or email at jcoghlan@darienct.gov if you have any questions or concerns. We look forward to seeing you at the courts this spring and summer!

**DARIEN PARKS AND RECREATION
TENNIS COURTS
BLOCK TIME REQUEST**

Name of Requesting Group:

Name of Group Coordinator:

_____ (contact person)

Address:

Phone #:

Email:

First Choice:

Site: (circle one) **Weed Beach**

Cherry Lawn

Day(s) of Week:

Time of Day:

_____ (on the hour only, no half-hour requests)

Number of Courts:

_____ (maximum of 3)

Date of use (list all dates):

Second Choice:

Site: (circle one) **Weed Beach**

Cherry Lawn

Day(s) of Week:

Time of Day:

_____ (on the hour only, no half-hour requests)

Number of Courts:

_____ (maximum of 3)

Date of use (list all dates):

Third Choice:

Site: (circle one) **Weed Beach**

Cherry Lawn

Day(s) of Week:

Time of Day:

_____ (on the hour only, no half-hour requests)

Number of Courts:

_____ (maximum of 3)

Date of use (list all dates):

DARIEN PARK AND RECREATION COMMISSION TENNIS COURT RESERVATION SYSTEM

The Parks and Recreation Department encourages the use of tennis courts by Darien residents (groups and individuals). The intent of the tennis court reservation system is to allow Darien residents the opportunity to reserve block court time in advance for group or league play (non-profit). Block reservation requests will be assessed a fee based on hours/dates requested, payable in advance. Individual drop-in play will be free of charge on a first come - first serve basis.

Courts under the reservation system are located at Weed Beach and Cherry Lawn Park. Courts available for block reservation are designated below. Other courts will be available on a first come-first serve basis changing on the hour unless scheduled for Parks and Recreation program activities.

Courts available for block time:

Weed Beach Courts 4, 5, 6 (back courts near paddle tennis courts)
Cherry Lawn Park Courts 1, 2, 3 (set of 3 courts together near the pond)

Fee for Block requests:

weekday: \$5.00/court/hour
weekend: \$6.00/court/hour
seniors: free weekdays only
youth: free

Courts available first come, first serve:

Weed Beach Courts 1, 2, 3 (entrance to Weed Beach)
Cherry Lawn Park Court 4 (single court)

Block Court Reservation Procedures and Regulations:

- A deadline date for submission will be publicized and if necessary, a lottery draw for court time will be held.
- The lottery will operate on a classification system. Requests will be classified in accordance with number of courts per hour in conjunction with the number of court hours requested.
- Requests must be for a minimum of four (4) week period.
- Requests must be at least one court hour on regular basis (same day/time).
- Block time is available Mid April - Mid October, Monday - Sunday, 8:00 am - 8:00 pm.
- Requests will be accepted on the hour only (no half hour requests).
- Requests may be no more than three courts at one site simultaneously unless historically approved by the Park and Recreation Commission.

- Requests are payable upon approval, at least two weeks in advance. Payments are accepted at the Parks and Recreation office only.
- Groups requesting changes to approved permits will be assessed a penalty of 10% of original permit value.
- **NO ATTENDANTS WILL BE ON SITE.** BLOCK COURT PERMIT HOLDERS ARE EXPECTED TO HAVE THEIR PERMIT AVAILABLE ON SITE FOR REVIEW AT ALL TIMES.
- Any court unoccupied at a given time is available for use by the general public free of charge. However, if a current permit holder arrives on site during their scheduled time, the court must be released by the drop-in user immediately.
- You are required to surrender the court when your time allotment is over if another player or block time permittee is waiting.
- Private lesson instruction is not allowed.
- All players, daily and block time, are expected to be courteous at all times.

ALL COURTS CHANGE ON THE HOUR. BLOCK PERMIT HOLDERS ARE ALLOTTED ONLY THE TIME ON THEIR APPROVED PERMIT, AT A SPECIFIED COURT. ALL COURTS, IF NOT BLOCKED, MUST BE RELINQUISHED ON THE HOUR BY ANY PLAYER TO ANY OTHER PLAYER WAITING, WHETHER COURTS ARE BLOCK OR DAILY DESIGNATED.

*** The Park and Recreation Commission reserves the right to approve requests which deviate from the above regulations for the benefit of the community.**

*** The Park and Recreation Commission reserves the right to schedule courts not under the "block" designation for Town sponsored activities, lessons, and programs.**

*** Please contact the Parks and Recreation Department at 203-656-7325 or visit www.darienct.gov/parkrec for further information.**