

PLEASE READ

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2019-2020 Indoor Tennis
Season Court Time Rules and Instructions

1. **Each group will appoint a group leader to handle their reservation and payment process. WE WILL ACCEPT ONE CHECK FROM THE GROUP FOR PAYMENT FOR SEASON COURT TIME.**
2. **Please identify all employees on the application sheet upon submission of application and include their employee number. Employees will receive a maximum of \$50.00 off of season court time per hour no matter how many employees are in the group.**
3. **The group leader will receive a call prior to the lottery informing them of the amount owed for season court time. Please review it and bring any discrepancies to our attention prior to the Lottery.**
4. **The group leader needs to fill out the attached application. Players listed on the application must be players that will be playing in the group, not just a list of names. Put the THREE most desirable times for your season court time with number one being the most preferred time. You must take the first time if available. If your first time is not available, the second will be chosen. If the second is not available, the third time will be chosen. If all three are not available and you would still like season court time, you can choose a time that is available. ANY APPLICATION THAT IS NOT COMPLETELY FILLED OUT WILL BE CONSIDERED INVALID AND WILL BE SENT BACK TO THE APPLICANT.**
5. **You do not need to attend the Lottery to receive your Court time. However, court must be paid in full prior to Lottery if unable to attend. Court time and Preference will be taken off of the application and if all options are unavailable and no one is present for group, court time will not be issued.**
6. **An application must be filled out for each court that is needed: Example: a) if you play on 2 courts for 1 hour each, you must send 2 applications. b) If you play on 1 court for 2 hours, you will need only 1 application.**
7. **If you rent time during the evening, you can only rent the following blocks of time:**
 - **You may rent time on courts 1, 2, 3, and 4 in 2-Hour Blocks either from 6:00-8:00 and 8:00-10:00**
8. **You may, with your application, rent 1 court for 1 hour before 6pm. You may rent any court for 2 hours anytime. You may also rent a block of time for 1 ½ hours until 4pm on court 2 only.**
9. **Send your completed application with a check for \$100.00. Each application must be accompanied by a check.** These checks will be cashed upon receipt. Any applications not used for court time will forfeit the \$100.00 application check. If the application is used for court time, the \$100.00 will be credited to your court time that was rented.

10. Applications must be received at the Wheeling Park Office by the close of business (5:00PM) on Monday September 9, 2018. Please drop off application at the Wheeling Park Office inside the White Palace or mail to Indoor Tennis Lottery, Wheeling Park, 1801 National Road, Wheeling, WV 26003.
11. **The drawings will be made at the lottery.**
12. Reservations will be made at the Wheeling Park Stone Building Club Room beginning at 6:00PM on **Wednesday September 11, 2019**. Full payment is due at this time.
13. **Again this year there will be no receipts given out for any unused court time. Please check the holidays as receipts will not be given for these either. The bubble will be closed on the following days: Thanksgiving – Thursday November 28, 2019
Christmas Eve – Tuesday, December 24, 2019 after 4:00PM
Christmas Day – Wednesday, December 25, 2019
New Year's Eve – Tuesday, December 31, 2019 after 4:00PM**
14. The indoor tennis season will begin on Monday, September 30, 2019 for season court time and end Sunday, April 26, 2020.
15. Prices for indoor court time are as follows: Prime indoor time will be defined as Monday thru Thursday after 6:00pm. The price for prime time is \$825.00, plus \$57.75 tax for a total of \$882.75 for one hour of time. Non prime time will be \$675.00, plus \$47.25 tax for a total of \$722.25 per hour of time. **A new weekday non prime time rate between 8AM and 3PM will be \$525.00 plus tax for a total of \$561.75 per hour of time.** The hourly rate for indoor time will be \$42.95 plus tax.
16. Reservations can be made by phone by calling (304) 243-4181. Phone reservations can only be made one day in advance. Pre-paid reservations can be made up to one week in advance. Failure to cancel phone reservations will result in no future phone reservations allowed.
17. **The OVAC has asked to use the tennis bubble for their tournament April 27 thru April 30, 2020. The courts will only be used in case of inclement weather. Please call the tennis shop if the weather is inclement and the OVAC is using the courts. Season court time will not be affected as it ends April 26th.**
18. Please be sure to fill out the email address on the application so you will receive future communication from us regarding both indoor and outdoor tennis.