

City of Hudson: Parks Tennis/Pickleball Court Reservation Policy for Closed Events

Purpose

This policy outlines the process for reserving tennis/pickleball at Barlow Farm Park, City of Hudson for closed events. Closed events are those not open to the public and may include private gatherings, corporate functions, or community organization events.

Scope

This policy applies to all City-owned tennis/pickleball courts at Barlow Farm Park, City of Hudson.

Definitions

1. **Closed Event:** An event restricted to specific participants or invitees, excluding the general public.
2. **Park Courts:** Includes tennis/pickleball courts at Barlow Farm Park.

Reservation Process

1. **Application Submission:**
 - Event organizers must submit a **Park Tennis/Pickleball Events Permit Application** to the **Community Development Department** at least **60 days** before the proposed event date.
 - The application should include details such as event purpose, expected attendance, desired facility, and proposed dates.
2. **Facility Reservation:**
 - Upon approval, the event organizer will be notified and provided with a reservation confirmation.
 - The reserved courts will be exclusively available for the specified event date and time. **(at no time will more than 50% of the courts be reserved).**
 - **No Holidays or Holiday weekends.**
 - **Limit - one event annually per facility (not per group). No more than 6 hours per event per day. No more than 2 days per event.**
 - **Hudson centric groups only. No out of town, or state /national groups.**

Event organizers must adhere to the rules and regulations outlined in the **Special Event Rules and Regulations**

3. **Communication with City Council and Park Board:**

- The City Manager will inform the **City Council** and the **Park Board** of the requested closed event.
- Council and Board members will receive details about the event, including its purpose, location, and expected impact on the community.
- Transparency is essential to ensure alignment with the City's overall goals and priorities.

4. **City Manager Approval**

The **City Manager** or designated representative will review the application and assess its feasibility.

- Approval is contingent upon compliance with all relevant regulations and guidelines.

Responsibilities

1. **Event Organizers:**

- Complete the application accurately and provide necessary documentation.
- Comply with all terms and conditions specified in the permit.
- Coordinate with City staff for any additional requirements.

2. **City Manager:**

- Evaluate applications and make informed decisions.
- Facilitate communication about the event with the **City Council/Park Board**.
- Ensure Compliance with established policies.

Enforcement

Failure to comply with this policy may result in the cancellation of the event reservation and potential future restrictions.
