



Public Works Department • 1769 Georgetown Road • Hudson, Ohio 44236 • 330-342-1750

## City of Hudson Parks Tennis and Pickleball Court Reservation Policy

### Purpose

This policy outlines the process for reserving tennis and/or pickleball courts at Barlow Farm Park, City of Hudson. Only events benefiting the Hudson Parks will be considered.

### Scope

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

### Reservation Process

#### 1. Application Submission:

- Event organizers must submit a Park Tennis/Pickleball Events Permit Application to Community Development at least 90 days before the proposed event date.
  - The application will include details about the event, including its purpose, how it benefits the Hudson Parks, dates, times, location, organization type, and the expected impact on the community. Transparency is essential to ensure alignment with the City's overall goals and priorities.
- The City Manager will inform the Park Board of the requested event and provide them with a copy of the application.
- Park Board will recommend, or not, the event for approval by the City Manager.

### Reservation Approval

1. The City Manager, Staff and Park Board will review the application and assess its feasibility.
2. The City Manager or designated representative will inform the event organizers when the approval process is complete and the outcome.
  - Approval is contingent upon compliance with all relevant regulations and guidelines. Event organizers must adhere to the rules and regulations outlined in the Special Event Rules and Regulations.
  - The reserved courts will be exclusively available for the specified event date(s) and time(s).

### Reservation Criteria

- Events will not be approved that will fall on Ohio Public Holidays or Holiday Weekends.
- Events will be no longer than 3 calendar days.
- There will not be more than 2 events per calendar year.
- Tennis will only be played on tennis courts and pickleball on pickleball courts.
- Tennis tournaments will keep at least one (1) tennis court available for open play. Pickleball tournaments will keep at least three (3) pickleball courts for open play.
- There will be no rain dates.
- The group holding the event will provide an event financial report to the City within 2 weeks after the event.

### 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 Park Board.
- Ensure compliance with established policies.

### Enforcement

The City Parks Department may charge a fee for staffing the event at their own discretion.



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