

BURKE CENTRE CONSERVANCY **TENNIS & PICKLEBALL RESERVATION POLICY**

General:

Tennis and Pickleball courts may be reserved by key holders for up to 2 hours per reservation. Each member may make up to two reservations per week. Unless otherwise reserved through the TennisCall reservation system or by permission through the Board of Trustees, all courts are available on a first-come, first served basis. Key holders with a confirmed reservation through TennisCall will take court priority over walk-ons. The walk-on may be asked to change courts, locations, or wait until the reserved time has ended depending on availability.

The following courts are available for reservations:

Courts and Locations

Location	Tennis Courts	Striped Pickleball Courts	Lights
Commons Community Center	2	-	No
Landings Community Center	4	3	Yes
Oaks Community Center	4	-	Yes
Ponds Community Center	2	-	No
Mantle Rd.	2	-	No
Woods Community Center	4	2	Yes

Reservations are available Sunday-Saturday, between 8:00 a.m. and 11 :00 p.m. (Please note: The Ponds and Commons Community Centers and Mantle Rd. courts are not lighted.) All reservations are forfeited if the reserving party arrives more than ten minutes after the scheduled reservation.

Active, approved chartered organizations and Burke Centre Conservancy contracted instructors may be granted the use of various courts for practices, matches and tournaments. Those times will be posted at each of the courts being used by the approved chartered organizations and Burke Centre Conservancy contracted instructors for such activities.

Only the instructors that have entered into a mutual agreement with the Burke Centre Conservancy will be allotted certain blocks for lessons as determined by the Executive Director.

Reservation Procedures:

All reservations are to be made through the online reservation system, TennisCall by the resident Burke Centre Conservancy Tennis/Pickleball Registration applicant (Key Holder).

Using the Program:

1. The system allows Key Holders to make reservations using cell phones, desk computers, notebook computers and ipads through IOS, Android and web platforms.
2. Reservations may be made up to seven (7) days in advance for tennis at any of the six sites.
3. When making a reservation at a site, all of the courts that are available and unavailable are identified.
4. The name(s) of the person making the reservation can be hidden or made visible to others looking for an open court.
5. Only one name needs to appear on a reservation.
6. The Key Holder making the reservation receives a confirmation email. This email can be displayed on a cell phone to verify their reservation if questions arise on the court.

All reservations are forfeited if the reserving party arrives more than ten minutes after the scheduled reservation.

If assistance is needed making a reservation, please contact the Burke Centre Conservancy Facilities Coordinator at (703)-978-2928.