

Permit



Youth Center
1001 Chestnut Street
San Carlos, CA 94070

PHONE:(650) 802-4120
EMAIL:recreation@cityofsancarlos.org

Permit # R5493

Status Approved

Date Mar 14, 2024 3:52 PM

Organization Name	San Carlos Tennis Club - 63		
Customer Type	Non Profit Organization		
Organization Address	PO BOX 488 San Carlos, CA 94070-0488		
Agent Name	Laureen Cortez	Cell Phone Number	(650) 302-6097
		Email Address	TREASURER@SANCARLOSTENNIS.COM
System User	Holly Gonzales		

Rental Fee	\$938.00
Discounts	\$0.00
Subtotal	\$938.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$938.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$938.00

SCTA Match		3 recourse(s)	3 booking(s)	Subtotal: \$84.00
Booking Summary				
HP Tennis Court # 3 (Sports Rental)			Center: Highlands Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
Sat, May 11, 2024 11:00 AM	Sat, May 11, 2024 1:00 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Facility Notes				
Outdoor courts with lights until 10pm				
HP Tennis Court # 4 (Sports Rental)			Center: Highlands Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
Sat, May 11, 2024 11:00 AM	Sat, May 11, 2024 1:00 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Facility Notes				
Outdoor courts with lights until 10pm				
HP Tennis Court # 5 (Sports Rental)			Center: Highlands Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
Sat, May 11, 2024 11:00 AM	Sat, May 11, 2024 1:00 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Facility Notes				
Outdoor courts with lights until 10pm				

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
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Tennis Court Guidelines and Safety Protocols Attachment	May 11, 2024		Waiver Signed
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Burton Park Tennis Courts Re-Opening Following San Mateo County Health Order Mandates:

The San Mateo County Health Official is allowing tennis facilities to re-open if they are actively managed and monitored; and if social distancing and other strict procedures are met. The tennis courts at Burton Park will re-open as of June 1st. As we move forward, we will potentially add more date and time options as we are able. The below reservation policy and safety guidelines reflect protocols and measures taken by the City of San Carlos to allow for safe operation of our tennis courts. We know that you're excited to play again!

Tennis Court General Information & Safety Protocols

A. General Information

1. All court reservations must be made online and 48 hours in advance.
2. Courts will be available for San Carlos Residents ONLY. Those reserving a court must bring a copy of their reservation permit upon arrival.
3. Burton Park (900 Cedar Street) Tennis Courts will be available for reservations.
4. Tennis Court availability will be from 8:00 a.m. to 8:00 p.m.
5. Reservations are \$19.50 per 1 ½ hour time block (\$13/hour), per court. Residents may only reserve one court at a time.
6. Singles play only will be allowed.
7. There are NO restrooms available onsite.
8. Court reservation fees are non-refundable.

B. Safety Protocols

1. All players must adhere to all stated and posted safety protocols.
2. A volunteer will be onsite at certain times to ensure compliance of safety protocols.
3. Players will need to mark their own balls with their initials prior to arrival.
4. Players are required to wear a glove on their non-dominant hand to assist with the picking up of balls. Player is responsible for providing their own gloves.
5. Players must wear mask or face covering when arriving at facility, when not actively playing, and upon leaving facility. If players arrive without a mask or face covering, they will be asked to leave.
6. Players must arrive NO MORE than 10 minutes before reservation time to check-in and be prepared to enter the reserved court space.
7. When entering the court, players are to stage bags and water bottles 6 feet apart in marked areas.
8. Players should bring their own water bottles. Drinking fountains will not be in use.
9. Players are asked to refrain from touching gates and nets.
10. When your reservation has ended, players are asked to immediately gather all their belongings and exit the court to maintain social distancing from the players in the next scheduled time slot.

Preparing to Play

- Do not play if you are exhibiting any illness symptoms or have been in contact with someone with COVID-19 over the last 14 days.
- Wash your hands with disinfectant soap and water (for 20 seconds or longer), or use a hand sanitizer if soap and water are not readily available, before going to the court.
- Clean and wipe down your equipment, including racquets and water bottles.
- Do not share racquets or any other equipment such as wristbands, grips, hats, and towels.
- Bring a full water bottle.
- Use new balls with initials and a new grip, if possible.
- Participants will be required to wear glove on their non-playing hand.
- If you need to sneeze or cough, do so into a tissue or upper sleeve.
- Arrive no more than 10 minutes before your scheduled court reservation to avoid congregations of individuals waiting to start.
- Avoid touching court gates, fences, benches, net, net handle, etc. if you can.

During Play

- Try to stay at least six feet apart from other players. Do not make physical contact with them (such as shaking hands or a high five).
- No spectators allowed.
- Limit play to singles only.
- Avoid touching your face after handling a ball, racquet or other equipment. Wash your hands promptly if you have touched your eyes, nose or mouth or use hand sanitizer if soap and water is not readily available.
- Cover your coughs and sneezes and dispose of any used tissue immediately.
- No food on courts
- Avoid sharing drinks or towels.
- Use your racquet/foot to pick up balls and hit them to your opponent. Avoid using your hands to pick up the balls.
- If you change sides of the court, everyone should pass to the right and maintain social distancing.
- Players may not sit next to each other on the benches.
- Remain at least 6 feet apart from other players when taking a break.
- If a ball from another court comes to you, use your foot or racquet to send it back.
- When your reservation has ended, players are asked to immediately gather all their belongings and exit the court to maintain social distancing from the players in the next scheduled time slot.

After Play

- When your reservation has ended, players are asked to immediately gather all their belongings and exit the court to maintain social distancing from the players in the next scheduled time slot.
- No extra-curricular or social activity should take place on site.
- No congregation after playing.
- All players should leave the facility immediately after play.

USTA 18+ Season

3 recourse(s) **31** booking(s) **Subtotal: \$854.00**

[Booking Summary](#)

HP Tennis Court # 4 (Sports Rental)			Center: Highlands Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
Wed, Mar 20, 2024 6:00 PM	Wed, Mar 20, 2024 8:00 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Fri, Apr 19, 2024 10:30 AM	Fri, Apr 19, 2024 12:30 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Fri, Apr 26, 2024 10:30 AM	Fri, Apr 26, 2024 12:30 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Fri, May 10, 2024 10:30 AM	Fri, May 10, 2024 12:30 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Tue, May 14, 2024 10:30 AM	Tue, May 14, 2024 12:30 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Wed, May 15, 2024 10:30 AM	Wed, May 15, 2024 12:30 PM	1	\$28.00	
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Fri, May 17, 2024 10:30 AM	Fri, May 17, 2024 12:30 PM	1	\$28.00	

Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Sat, May 18, 2024 11:00 AM	Sat, May 18, 2024 1:00 PM		1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Sat, May 25, 2024 10:00 AM	Sat, May 25, 2024 12:00 PM		1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		
Thu, Jun 13, 2024 10:30 AM	Thu, Jun 13, 2024 12:30 PM		1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00		

Facility Notes

Outdoor courts with lights until 10pm

HP Tennis Court # 5 (Sports Rental)

Center: Highlands Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Wed, Mar 20, 2024 7:00 PM	Wed, Mar 20, 2024 9:00 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
Thu, Mar 21, 2024 10:00 AM	Thu, Mar 21, 2024 11:00 AM	1	\$14.00
Tennis - Resident	\$14.00 / Hour x 1	\$14.00	
Fri, Apr 19, 2024 10:30 AM	Fri, Apr 19, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
Sun, Apr 21, 2024 11:00 AM	Sun, Apr 21, 2024 1:00 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
Fri, Apr 26, 2024 10:30 AM	Fri, Apr 26, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
Fri, May 10, 2024 10:30 AM	Fri, May 10, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
Tue, May 14, 2024 10:30 AM	Tue, May 14, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
Wed, May 15, 2024 10:30 AM	Wed, May 15, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
Fri, May 17, 2024 10:30 AM	Fri, May 17, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
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Thu, Jun 13, 2024 10:30 AM	Thu, Jun 13, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	

Facility Notes

Outdoor courts with lights until 10pm

HP Tennis Court # 3 (Sports Rental)

Center: Highlands Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Fri, Apr 19, 2024 10:30 AM	Fri, Apr 19, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	

Fri, Apr 26, 2024 10:30 AM	Fri, Apr 26, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
Fri, May 10, 2024 10:30 AM	Fri, May 10, 2024 12:30 PM	1	\$28.00
Tennis - Resident	\$14.00 / Hour x 2	\$28.00	
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Facility Liability Waiver

Mar 21, 2024

Waiver Signed

Please note that the approval of this rental permit will involve compliance with all City of San Carlos Ordinances and Fire, Police, Public Works and Parks Department regulations. As the applicant, I hereby certify that the information I have provided on this form and attachments are complete and accurate to the best of my knowledge. I have received a copy and read the Rental Reservations Policy. I agree to abide by the terms set forth in this application, and the rules & regulations of the San Carlos Parks & Recreation Department. I understand that failure to do so may lead to the cancellation of the rental, the denial of future permit applications, or other legal action by the City of San Carlos. In consideration for being permitted to participate in the rental, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of San Carlos, its' officers, officials, employees, volunteers and agents from and against any and all loss, liability, expense, claim, cost, suits and damages of every kind arising out of or in connection with the performance and action of this permit. Additionally, Applicant waives and releases the City, its officers, officials, employees, volunteers, and agents from any and all claims, causes of action, allegations, or assertions that may arise relating to infection of any person by COVID-19 or other communicable disease that occurs, or is alleged to occur, during the performance and action of this permit. Applicant also agrees to defend, indemnify, and hold City harmless from any and all claims, causes of action, allegations, or assertions made against City or City's employees arising from or relating to actual or alleged infection occurring during the performance and action of this permit, except where caused by the sole negligence or willful misconduct of the City.

Signature _____

Payment Schedules

Original Balance: \$938.00 Current Balance: \$938.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Mar 18, 2024	\$56.00	\$0.00	\$0.00	\$56.00
Mar 21, 2024	\$602.00	\$0.00	\$0.00	\$602.00
Apr 17, 2024	\$84.00	\$0.00	\$0.00	\$84.00
Apr 18, 2024	\$84.00	\$0.00	\$0.00	\$84.00
Apr 19, 2024	\$28.00	\$0.00	\$0.00	\$28.00
May 6, 2024	\$84.00	\$0.00	\$0.00	\$84.00

X: _____

X: _____

Date: _____

Date: _____

Youth Center

Mailing Address: 1001 Chestnut Street, San Carlos, CA
94070
Phone Number: (650) 802-4120
Email Address: recreation@cityofsancarlos.org

San Carlos Tennis Club

Customer Type: Non Profit Organization
Customer Id: 40000
Mailing Address: PO BOX 488, San Carlos, CA
94070-0488
Authorized Agent Name: Laureen Cortez
Cell Phone Number: (650) 302-6097
Email Address: TREASURER@SANCARLOSTENNIS.COM

