



# Court Booking Policy

The following policy is in place to try to ensure fair usage of the tennis courts for all members -at Bracknell Lawn Tennis Club.

Court 5, being the only clay court, proves particularly popular with members and so an additional fair-use policy applies to this court (8).

- 1) Courts are booked through the online booking application. Courts become available automatically 10 days in advance. The time at which courts are released may be changed from time to time by the administrator.
- 2) Bookings should include details of all participants who will be playing. If any of the participants are guests you must add their name(s) and change the drop-down to Guest (ClubSpark does not do this automatically). Guest fees will be paid for through the court booking application.
- 3) Members are responsible for their guest(s) and must ensure they know the rules of the club and any restrictions in place at the club at the time.
- 4) A player is only permitted to be a guest at the club on six occasions in the membership year.
- 5) A member is permitted to book up to 2 hours of court time per day in a single booking, up to 10 days in advance.
- 6) Members may book courts at a time in accordance with their membership category. Any participant in a booking must also be eligible to play at that time in accordance to their membership category or be a guest.
- 7) Court bookings must be cancelled at the earliest opportunity if they are no longer required so as to allow another member to book that court. Refunds for guests will not be given for courts cancelled within 24 hours of the booking.
- 8) A member is only permitted to play on court 5 for 2 hours per day, whether by their own court booking or that of another member. (This does not however include times when the court is block booked for club sessions or coaching).
- 9) The administrator has the right to cancel or move any court booking if required.
- 10) If a member fails to comply with this policy, they may have their booking rights suspended and any of their existing booking(s) may be amended/cancelled by the administrator. Persistent failure to comply may result in cancellation of membership.