

Jesse Owens West Tennis Center Policies and Procedures

1. Reservations

➤ **Reservation Types:**

There are two types of reservations: Daily and Weekly. Weekly Reservations are made through the JOWTC Weekly Reservation Agreement. The Weekly Reservation Agreement allows members to reserve the same court time each week for the duration of the semester. For more information, please refer to the JOWTC Weekly Reservation Information and Agreement. Once the Weekly Reservation process ends, only Daily Reservations will be taken. All reservations will be 90 minutes, regardless of singles or doubles play.

➤ **Court Schedule:**

All reservations are scheduled within predetermined 90 minute time slots. Court reservation times are as follows:

- Monday-Friday: 11:30 a.m., 1 p.m., 2:30 p.m., 4 p.m., 5:30 p.m., 7 p.m., 8:30 p.m.
- Saturday & Sunday: 10 a.m., 11:30 a.m., 1 p.m., 2:30 p.m., 4 p.m., 5:30 p.m., 7 p.m., 8:30 p.m.

➤ **Making Reservations:**

To make a reservation, one must have a valid Student Life Recreational Sports membership. Rec Sports membership information can be found at <http://recsports.osu.edu/membership>. Daily Reservations may be made in-person or by phone beginning at 6 p.m. one day prior to the day one wishes to play. For example, to make a reservation for Wednesday at 4 p.m., call Tuesday after 6 p.m. to make this reservation. Members interested in making semester-long reservations should reference the Draw Information and Contract located on the JOWTC website. Members may not stop play in the middle of playing to make a reservation for the next day.

- **Ball Machine:** The Tennis Tower is a way for members to hit with an automatic ball machine independently; it comes with a hopper of approximately 60 pressureless tennis balls. This machine is available for reservation Monday-Friday before 4p.m. by reserving Courts 1-2 or 3-4 together. Please indicate you wish to reserve the Tennis Tower to confirm it's availability when making the reservation. The Tennis Tower may also be used at any time on a drop-in basis if Courts 1-2 or 3-4 are open together.

➤ **Canceling Reservations:**

Reservations may be cancelled without penalty at least **2 hours in advance** of the reservation by phone 614-292-0699, email jowtc@osu.edu or in person. **It is encouraged to email cancellations so one has proof of cancellation.** Cancellations for opening time slots must be made via email to avoid being assessed a warning.

NOTE: JOWTC may cancel existing reservations if necessary. Reservation name holders will be notified and makeup reservations can be scheduled.

2. Access into JOWTC

All members must present a BuckID or photo ID each time they enter JOWTC. Guests are required to show a valid photo ID each time they enter JOWTC as well. All guests must be sponsored by a current Rec Sports member each time they purchase a Guest Pass. Members are able to sponsor up to three guests.

3. Reservation Limitations

- Players are only able to participate in one reservation per day. If court space is available before or after their reservation time slot, the tennis group may use court space outside of their reservation time without penalty.

- Weekly Reservations are limited to two per week to ensure maximum court availability.
- Daily Reservations are unlimited.
- Reservations are given 15 minute grace period from the start of the reservation to have at least 2 players show up for their reservation. After 15 minutes, the reservation may be forfeited if there are players waiting for court space.

4. Reservation Warnings

Due to having limited court availability, it is imperative that court space does not go unused by a reservation because it could be used by another group. A warning simply serves as an email reminder that upon receiving a third warning, the member will lose their Weekly Reservation time slot and are no longer able to make Daily Reservations under their name for the remainder of the semester. If you lose reservation privileges, you are still able to play in other members' reservations and use the facility on a drop-in basis. Warnings are communicated via email; therefore, it is imperative that each member lists an accurate email address to learn of any warning they have received, and general JOWTC updates. A tennis group's Reservation Name Holder will receive an email warning for the following violations:

- Failure to show up for a reservation
- Cancelling the reservation with less than two hours' notice.

5. Individual Warnings

To ensure maximum court availability, members are only permitted to play in one reservation per day. Playing in more than one reservation per day will result in an Individual Warning. Remember, players are permitted to play before or after a reservation if court space is available, however they cannot *reserve* the additional court time. All Individual Warnings will be communicated by email. The first warning simply serves as a reminder of the policy violation. The second warning will require a meeting with the facility coordinator to discuss violations. The member's account will be suspended for one week following this meeting. The third warning will result in the membership being suspended for the remainder of the semester. Please note that no refunds will be given for any membership suspensions; the suspension encompasses all Rec Sports facilities, not JOWTC only.

6. Additional Rules

- Disrespectful behavior toward other players and/or staff is not permitted and will be handled on a case by case basis.
- Children are not permitted inside JOWTC without supervision by an adult who is not participating in tennis. Children are permitted if participating in Ohio State programs, playing as a member or guest or there during posted Family Hours.
- Each court is limited to three balls per court ***only when an adjacent court is being used.***
- Lessons are not permitted to be held at JOWTC for a fee, unless held through Rec Sports.

7. Tennis Etiquette

- Walk behind the west curtain to access courts, drinking fountain or restrooms so as not to disrupt play on other courts.
- Wait for a break in play to retrieve tennis balls that have traveled to another court.
- Wait in the lobby until the start time of one's reservation; be sure to clear the court promptly at the end of the reservation time to respect each tennis groups' court time.
 - If there is an open court available, players may use it to warm up or continue after their reservation.

