

Jesse Owens West Tennis Center Weekly Reservation Information and Agreement

Weekly Reservations are for members to make semester long tennis court reservations for the same time each week. Those who only plan to play occasionally should utilize Daily Reservations by calling in at 6 p.m. the previous day. See JOWTC Policies and Procedures for more information.

Spring 2018 – Weekly Reservation Information

- ✓ Draw Agreements must be turned in by email to jowtc@osu.edu between Monday, December 11 at 8:00 a.m. and Wednesday, December 20 at 11:59 p.m. only.
 - No other Weekly Reservations will be accepted outside of that time frame.
- ✓ All Primary Tennis Group players must be a Rec Sports member valid through May 31, 2018 at the time the agreement is submitted.
 - Spring semester memberships are currently on sale. Students enrolled in at least 4 credit hours for Spring semester have memberships.
 - Memberships can be purchased [online](#) or at [RPAC Welcome Center](#) only.
 - Half-semester memberships are not acceptable for Spring semester.
 - Members on reoccurring monthly memberships will be accepted.
 - For membership related issues, please contact Kristi Levanduski, levanduski.6@osu.edu.
 - Please note that all Short Term Memberships/Guest Passes, including 10-Visit Passes or 30-Day Passes, will not be accepted for membership requirements.
- ✓ You can list up to four members for singles and six members for doubles play in your Primary Tennis Group.
 - Members may only hold one agreement in their name (Main or Secondary) and appear on a maximum of two agreements.
 - It is strongly recommended to confirm with the players in your Primary Tennis Group that they are only on two agreements prior to submitting.
 - The Primary Tennis Group must be present at least half of the reservation weeks or the Weekly Reservation will be cancelled for the remainder of the semester.
 - Utilizing half of the reservation weeks includes cancellations, no-shows, and utilizing sub player(s) during reservation
 - A Reservation Name Holder must be present for each reservation – either Main or Secondary.
 - You can check off the “Secondary” box next to name(s) if you want to have an alternate Reservation Name Holder listed on the reservation. Secondary Reservation Name Holders cannot hold another agreement in their name.
 - Weekly Reservations cannot be transferred. If a Reservation Name Holder is not available, the reservation must be cancelled.
- ✓ Members will rank up to 10 court times and their court number preference on their agreement. Additional times or clarification can be listed in the “Additional Notes” section.
 - If all membership requirements are met, the court times will be confirmed by email within two business days of agreement submission in the order in which they are received. All players in the Primary Tennis Group will be notified.
 - If membership requirements are not met or there is missing information at time of agreement submission, the agreement will be returned and will need to be resubmitted once membership requirements are completed. Only the person who submitted the agreement will be notified.
 - If none of the court times listed are available, your agreement will be returned to you. At that time, you can choose to submit new court times or utilize Daily Reservations.
- ✓ A grid showing the Weekly Reservations currently on file will be posted to the JOWTC web page. This file will be updated twice a week.
 - Reminder: This will be a working document and should be used for reference only to see which slots have already been confirmed to avoid requesting times not available. The file will not be current at all times. Weekly Reservations are taken on a first come, first serve basis during the designated time frame.
- ✓ Three tennis courts will be utilized for Weekly Reservations and JOWTC Tennis League, and one tennis court will be saved for Daily Reservations.
- ✓ No agreement revisions will be permitted; please review your agreement for accuracy prior to submission.
- ✓ If you are interested in finding a playing partner for singles or doubles play, please add your contact information to the [JOWTC sign-up page](#). Members are encouraged to add their contact information and contact others as early as possible in hopes of finding a playing partner/group. **JOWTC will not be assigning groups**; players will still need to submit an agreement after a group is formed.

Important Dates

- ✓ Agreements can be turned in to jowtc@osu.edu between December 11 at 8 a.m. and December 20 at 11:59 p.m.
- ✓ Reservations will run from Sunday, January 7, 2018 through Saturday, May 5, 2018.
- ✓ JOWTC will be closed Sunday, April 1.

JOWTC Spring 2018 Weekly Reservation Agreement

I plan to use this court time to play Singles (*min. 2, max 4 players*) Doubles (*min. 4, max 6 players*)

Primary Tennis Group

Please check the "Secondary" box if the player is to be considered a Secondary Reservation Name Holder. Email address for each player must be filled out or agreement will not be accepted.

Main Reservation

Name Holder		Email
Player 2	Secondary	Email
Player 3	Secondary	Email
Player 4	Secondary	Email
Player 5	Secondary	Email
Player 6	Secondary	Email

Court Preference

Please note the numbers below are ranking, not court number.

1. Additional notes for consideration
- 2.
- 3.
- 4.

Dates Time

*Reservation start 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.*

1. Additional notes for consideration
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

By signing below, I have read, understand, and agree to follow the JOWTC Policies and Procedures and the Weekly Reservation Information.

Signature: _____

Date: _____